2003-2004
CATALOG

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Blair

COLLEGE

828 Wooten Road
Colorado Springs
Colorado 80915
(719) 574-1082

Established 1897

Accredited by the Accrediting Council for Independent Colleges
and Schools to award diplomas and associate degrees and
approved and regulated by the Colorado Department of Education,
Private Occupational Schools Board.

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BLAIR COLLEGE

GENERAL CATALOG

Publishing Date March, 2003

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PRESIDENT'S MESSAGE

As President of Blair College, and on behalf of the entire faculty and staff, it is my pleasure to welcome you to Blair College. Since 1897, Blair College has been committed to providing quality education to help individuals, like yourself, attain their personal and academic goals.

With the talent and care provided by our faculty and staff, you can join over 50,000 skilled and confident graduates of Blair College who have moved on to pursue their personal dreams and career aspirations. You have taken the first step toward preparing yourself for the future, and the faculty and staff at Blair College are here to help you the rest of the way.

As a student of Blair College, you can look forward to developing new and lasting friendships, and gaining the knowledge and skills that will lead to a lifetime of personal achievement and fulfillment. We look forward to helping you reach your goals.

Joel D. Boyd
College President

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ABOUT BLAIR COLLEGE

MISSION STATEMENT

Blair College is a private college established to meet the changing employment and corresponding educational needs of the diverse student population of Colorado Springs and its surrounding area. The College offers practical, career-related programs designed to help graduates prepare for entry-level positions and contribute to the community that it serves.

COLLEGE OBJECTIVES

- To offer two-year degree programs and diploma programs that will help students develop a solid foundation of basic technical and business skills.
- To assist students to achieve a general education background.
- To help students develop attitudes, knowledge and skills that will enhance quality of life and contribute to the community.
- To offer a practical and viable curricula, taught by instructors who have education and work experience related to their areas of instruction.
- To provide career-related training based on current industry needs.
- To provide job placement assistance to graduates.

HISTORY

Blair College, Inc. was founded in Pueblo, Colorado as Brown's School of Business in 1897. In 1918 Mr. and Mrs. George Blair purchased Brown's Business College and renamed it Blair's Business College. Mr. Floyd Doty assumed ownership of the College in 1938, and in 1953 the College achieved accreditation as a two-year school of business. It was among the first group of business Colleges in the United States to be accredited by the Accrediting Commission of Independent Colleges and Schools. In 1960, Mr. and Mrs. Charles Webster purchased Blair Business College and acted as its president and secretary-treasurer, respectively, until late 1979.

In January 1981, Blair Business College changed its name to Blair Junior College. This change denoted collegiate accreditation as a Junior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools as well as approval of its associate degree programs by the Division of Private Occupational Schools, Department of Higher Education.

On October 17, 1996, the College was acquired by Rhodes Colleges, Inc. At the time of acquisition, the name of the institution was changed to Blair College.

PROFESSIONAL RECOGNITIONS

Blair College is approved by:

- Colorado State Approval Agency for Veterans and Eligible Dependent Students
- Department of Vocational Rehabilitation
- Immigration and Naturalization Service

Blair College is authorized to grant associate degrees by:

- The Division of Private Occupational Schools, Department of Higher Education, pursuant to the rule making authority as stated in the Private Occupational Education Act of 1981, Colorado Revised Statutes, Section 12-59-105 (1) (1)

Blair College is approved and regulated by:

- The Division of Private Occupational Schools, Department of Higher Education

Blair College Medical Assisting program is accredited by:

- The Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education.

Blair College Institutional Memberships:

- Better Business Bureau of Southern Colorado
- Colorado Springs Chamber of Commerce
- National Association of Student Financial Aid Administrators
- Rocky Mountain Association of Student Financial Aid Administrators

Accreditation

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780.

Accreditation assures students that Blair College is recognized as a qualified institution of higher learning in that it offers approved programs of study meeting recognized academic standards and employs a professional faculty. Accreditation ensures adequate facilities and equipment, stable financial and organizational structure of the College, and recognition in the educational community.

FACILITIES AND EQUIPMENT

Blair College is located on a five-acre site in eastern Colorado Springs, Colorado. The College occupies a modern, attractive building containing 22,300 square feet of space.

There are spacious classrooms; computer, medical and typing laboratories; student smoking and non-smoking lounge; library; and administrative and faculty offices. A large classroom located in the center of the building serves as the auditorium. Ample parking surrounds the Blair College building.

Handicapped Access

The Blair College facilities are handicapped accessible. Special facilities include designated parking, ramps, accessible restrooms, and accessible water fountains.

BUILDING HOURS

The building is open Monday through Thursday from 7:30 a.m. to 11:00 p.m. and on Friday from 7:30 a.m. to 4:30 p.m. Academic offices are open to accommodate those hours. The Admissions and Student Finance offices are open Monday through Thursday from 8:30 a.m. to 7:30 p.m., on Friday from 9:00 a.m. to 4:30 p.m., and on Saturdays from 9:00 a.m. to 1:00 p.m. Should the need arise the building will be open until the last period taught that day.

The Career Planning and Placement Office hours vary to accommodate both night and day students and are posted on the office door each quarter. Individuals are encouraged to stop by and visit, or call for an appointment at (719) 574-1082.

All office hours are scheduled to provide adequate services to day and evening students. Other office hours are also available by appointment to accommodate individual student schedules.

STATEMENT OF NON-DISCRIMINATION

Blair College does not discriminate on the basis of sex, age, disability, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The College President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

ADMISSIONS

Applicants interested in applying for admission may request an appointment for a personal interview with an Admissions Officer of the College.   Phone: (719) 574-1082

ENTRANCE REQUIREMENTS

Graduation from high school or its equivalent (such as the GED) is a prerequisite for admission to the College. Successful completion of an assessment examination is a prerequisite for admission. This standardized, nationally-normed test is administered by the college, and is designed to further ensure that the applicant has the skills necessary to pursue a college-level program.

Applicants who have completed one academic year of credits at another postsecondary institution (24 semester credits or 36 quarter credits with at least a 2.0 cumulative grade point average) will not be required to complete the test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

FOREIGN STUDENTS

When foreign students apply for admission in a program approved by Immigration and Naturalization, official transcripts of completed secondary and applicable post-secondary credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program.   A TOEFL Score of 450 or its equivalent is required for entry into an undergraduate degree (not required for applicants whose native country has English as a primary language). A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and payment of appropriate tuition deposits and/or fees.

TRANSFER OF CREDITS

Students with prior college or vocational/occupational education, including military education, may be eligible for transfer credits. Acceptance of such credit remains at the discretion of Blair College and the College does not guarantee early graduation due to acceptance of prior credit.

Students are allowed to transfer in, or test out of, up to 50% of their program requirements at Blair College to be awarded a degree/diploma. Additional information regarding transfer of credit is found in the academic section of this catalog.

Blair College is committed to helping students acquire the career skills necessary for employment purposes and does not guarantee transfer of credit to other colleges. As with all colleges, acceptance of prior credit is at the discretion of the receiving institution.

ADMINISTRATIVE POLICIES

CODE OF CONDUCT

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the College and of the student body. Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Dishonesty including plagiarism
3. Disruptive behavior
4. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
5. Vandalism, or threats of actual damage to property or physical harm to others
6. Possession, sale, transfer, or use of illegal drugs
7. Appearance under the influence of alcohol or illegal drugs
8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
10. Unprofessional conduct

The College reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

Alcohol and Substance Abuse Statement

The College does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees.

Possession of these substances on campus is cause for dismissal.

SEXUAL HARASSMENT

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at Blair College is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the Affirmative Action Office (College President). Please be reminded that this policy applies to students as well as employees.

DRESS CODE

Students are expected to dress appropriately for classes. Students who wear inappropriate articles of clothing may be subject to disciplinary action. Some departments of the College may have specific dress codes to which students are expected to adhere. All students should begin preparing a business wardrobe while they are in college.

CAMPUS SECURITY POLICY

It is the responsibility of Blair College to provide a safe environment for study and to prevent crime. The College is concerned about the safety and welfare of the students and employees. Therefore, the following policy is intended to protect students, staff and faculty.

Blair College will be open during posted hours. In the event a crime is committed during these hours, the incident should be reported to the Associate Dean, Academic Dean, College President, or other member of the College designated in charge if during the evening.

The incident will be recorded on a Campus Security Incident Form. Blair College will report crimes such as murder, rape, burglary, robbery, aggravated assault, and motor vehicle theft to local authorities.

Blair College is responsible for reporting the number of arrests for liquor law violations, drug abuse violations and weapons possession.

Any student, staff or faculty member involved in any of the above mentioned crimes will be subject to disciplinary action. Such a violation of the College policy could result in suspension or termination, and if municipal laws have been violated, the incident will be reported to the local police.

Information programs available to students and employees on campus security, personal safety and crime prevention will be announced in classes and posted at various locations throughout the school as they are scheduled.

A list of community resources is available elsewhere in this catalog to help students receive professional assistance with a variety of issues. Faculty and staff also have access to an extensive list of community resources to recommend to students who might benefit from outside help.

Blair College has an information packet available which explains the Campus Security policy in detail, including consumer information and a complete log of campus crime. This information is provided upon request.

CHILDREN/GUESTS ON CAMPUS

Students need to be aware that children are not permitted in the classrooms under any circumstances. In addition, children are not allowed in the building, unsupervised, for reasons of safety. Guests wishing to visit classes must receive permission from the instructor and Academic Dean, or arrangements can be made by contacting the Admissions Department or Academic Dean.

ACADEMIC TRANSCRIPTS AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College maintains complete records for each student that includes grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may only be released to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e. tuition and fees due to the College are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

Family Educational Rights and Privacy Act of 1974, As Amended

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, Department of Education
600 Independence Avenue, SW, Washington, DC 20202-4605

Additional FERPA information is available from the Institution's Business Office.

STUDENT ID

Students are provided a photo ID during their first term of enrollment. Student IDs are necessary for textbook purchasing. In addition some businesses and theaters provide student discounts. Replacement IDs will be issued for a fee. Please refer to the Schedule of Fees for specific charges.

INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE

Due to the rapidly changing nature of the Information Technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends and curriculum revisions will be made as expeditiously as possible.

Enrollment in an Information Technology program offers the knowledge and skills to enter the workforce in technology or a related field. The program is an educational program, and upon successful completion, students will earn a diploma. Program completion does not necessarily lead to or guarantee any form of vendor certification.

KNOWLEDGE OF RULES AND REGULATIONS

Students are responsible for knowing all the rules and regulations published in this catalog, posted on bulletin boards, announced by the instructors, or otherwise made known. Failure to know these rules and regulations does not excuse students from requirements and regulations.

POLICY AND PROGRAM CHANGES

The College reserves the right to change any provision or requirements in this catalog at any time without notice. The College reserves the right to substitute equivalent classes within each diploma or degree program. Students will be notified of any such changes. The College may add or delete programs of study. Further, the College reserves the right to add or delete courses from published programs of study.

The College further reserves the right to require a student to withdraw from the College for just cause, defined as any cause deemed detrimental to the College, as determined by the President.

ACADEMIC STANDARDS

GENERAL STANDARDS

Academic Session

The academic session for the degree programs at Blair College is based upon a 12-week quarter. A student may begin school in a 6-week mini quarter before proceeding into the regular 12-week quarter. Please consult the Academic Calendar for specific dates.

Full-Time Students

All students should consult with the Academic Dean and the Student Finance Office to take less than a full load. The academic workload is defined as any combination of courses, externship, special studies, that the institution considers sufficient to classify the student as full-time. A student must be enrolled in 12 credit hours per quarter to be considered full-time status. Students who have permission to take less than a full academic workload must understand that financial aid may be reduced and that their anticipated graduation date may be altered.

Single Class Students

Students interested in taking a single class must meet the normal admissions requirements and are not eligible to receive financial aid. For more information, please contact the Admissions Department.

Acceptance of Prior Credit

Blair College may grant academic and financial credit to those students who have successfully completed the same or equivalent courses on a post-secondary level from accredited colleges or other approved occupational/vocational programs, including military education. Transfer credits accepted are combined with credits earned in residence at Blair College toward the completion of program requirements.

When requesting credits be transferred into Blair, it is the student's responsibility to provide written verification in the form of an official transcript to be sent from the other institution directly to Blair College. This document must be in the student's academic file before the transfer of credit can be evaluated. It is the responsibility of the student to diligently follow-up on the acceptance of prior credit to avoid incurring the additional expense of taking unnecessary classes.

Acceptance of credit is at the discretion of Blair College, and there is no guarantee of early graduation due to acceptance of prior credit. Official transcripts for previous course work must be received by the registrar within 90 days of enrollment. Students are allowed to transfer in up to 50% of their program requirements to be awarded a degree/diploma from Blair College. Not all courses offer a test-out option. Check with the Academic Dean for details. Only course work with a 2.0 grade point average or higher will be considered for evaluation. In most cases, course work taken over ten years prior to admission will not be evaluated.

Proficiency Challenge Examinations and Credits

Students may attempt to challenge certain courses (not all courses offer this option) to demonstrate a proficiency level sufficiently high enough to warrant the granting of academic credit for the course through a proficiency challenge exam. Students who wish to challenge a course must do so within the first week of the regular quarter. Credit by examination may not be attempted for courses in which the student has previously enrolled. Only one attempt for credit by examination is allowed per course.

Students should contact the Academic Office to arrange for a proficiency challenge examination. There is a fee for each challenge attempt as noted in the tuition and fees schedule.

Multiple Degrees

Blair College offers students the opportunity to earn more than one degree. A student wishing to pursue two degrees must successfully complete all requirements for graduation from one degree prior to being enrolled for the second degree program.

Course Substitution

In unusual circumstances it may be necessary for the College to substitute a course in a student's program of study. Course substitution may be allowed by the Academic Dean to assist a student in meeting required credit

hours for graduation from a degree or diploma program. Course substitutions must be recommended by the appropriate Department Chairperson and submitted to the Academic Dean for final approval. It must be determined that this action would advance the student's educational objectives without jeopardizing the academic integrity of the program for approval to be granted.

Class Period

Normally, classes meet for one hour and fifty minutes two times each week, or for three hours and fifty minutes once a week, with appropriate breaks. Some classes may be adjusted in one-hour increments to meet lecture/lab hour requirements and holiday closures.

Class Schedules

Classes may be offered Monday through Saturday from 7:30 a.m. to 10:30 p.m. Full-time students take a course load of twelve credit hours per quarter. Department Chairpersons are available each quarter to assist students in planning their next class schedule.   While the Department Chairpersons are available to guide students through their program of study, it is ultimately the students' responsibility to make certain that they meet the requirements for graduation.

Credit Hours

One quarter credit is equal to a minimum of ten theory contact hours, twenty lab contact hours, or thirty externship hours.

Student Load

Twelve or more credit hours during a regular quarter is a full-time course load. Students who complete less than twelve credit hours a quarter may jeopardize their financial aid and graduation date, and are strongly advised to consult with the Student Finance Office first.

Change in Program

After entrance into the College, a student may change his or her program of study upon approval of the Student Finance Department and Academic Dean. A change of program requires completion of appropriate forms for processing.   A program change may further delay the student's expected graduation date. When a catalog or program changes, the student will have the option of completing the program he/she is currently enrolled in, or transferring into the newer program. New programs may have increased hours and costs. Transfer of credit from the original program into the new program is at the discretion of the Academic Dean. Veterans receiving VA benefits may only change to programs that are approved for the training of Veterans and eligible persons.

Directed Study

A student who has achieved a cumulative GPA of 3.0 or better and can demonstrate a reasonable need may petition the Academic Dean and Department Chairperson for a Directed Study in a course listed in the catalog. The requirements for the Directed Study will be outlined and overseen by a qualified faculty member. Approval for Directed Study will be considered for unusual circumstances and generally reserved for those students nearing completion of their program.

Auditing a Course

In certain situations, students may wish to audit a course that they have previously taken and successfully completed. Those wishing to do so must receive written permission from the Academic Dean, the Instructor, and Student Finance Office. Approval will also be contingent on available classroom space. Persons approved to audit a class will not be listed on the roster and attendance will not be taken. There will be no credit earned for an audited course, and no tuition charged.

Registration for Continuing Students

Students will meet with their Program Chairperson to register for their next quarter on a designated registration date prior to the end of the quarter. It is important that all students meet with their Department Chairperson and the Student Finance Office on registration day in order to be scheduled for the next quarter. Students who do not properly register for classes on the designated day may jeopardize their desired class schedule. Schedules will be finalized and made available for students during the twelfth week of the quarter. Any changes to the student's schedule should be directed to the Academic Dean prior to the start of the new quarter.

Textbook and Course Materials

Textbook costs per quarter are dependent upon the classes for which the student is registered. Arrangements to cover the cost of books and other fees for required course materials must be completed prior to registration each quarter.

Withdrawal from College

A student who wishes to withdraw from Blair College should be advised that interruption of his or her program may cause hardship for later completion. Any student wishing to withdraw must notify the Academic Dean and the Student Finance Office. Students wishing to withdraw must complete an exit interview, beginning with the Academic Dean.

Course Withdrawal

In order to withdraw from a course or courses, the student must meet with the Academic Dean and with a Student Finance Officer. Withdrawal from one or more courses may affect the student's financial aid eligibility, satisfactory completion rate, and graduation date. In cases of mitigating circumstances, the student must schedule an appointment with the Academic Dean in order to explore other alternatives.

VETERANS INFORMATION

Students who are eligible to receive Veterans Educational Benefits should apply for these benefits at the Registrar's Office upon enrolling for school. This office is responsible for maintaining proper certification of veterans for the Veterans Administration. Veterans are responsible for informing the Registrar's Office of any change in their schedule or program of study so that the Veterans Administration can be properly notified.

Not all programs are approved for Veterans training. Students should check with the Registrar or the State Approving Agency for Veterans and Eligible Dependents for approved program information.

EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program (if applicable). The required number of externship clock and credit hours/units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship training for more than 7 days will be dropped from the program by the school. If a student has been officially dropped by the school, and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the school. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the education director and approved by the school president. Students may only be reinstated once due to extenuating circumstances.

ATTENDANCE POLICY

Modular Programs

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are

not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See Student Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program.

Students who exceed 20% of the total program hours will be dropped from school but will be eligible to appeal to reenter school after they have been out of school for one grading period.

Students are not permitted to make up absences for the classroom-training portion of their program. However students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student finds that he/she will be unavoidably absent, he/she should notify the school.

Tardiness/Early Departure
Students who are 15 minutes late to class or who leave class 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day.

Reentry Policy
Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the school.

Students who have been terminated for violating the attendance policy may apply for reentry to the school through the appeals process. (See Due Process and Student Appeal policy.) Students reentered after violating the attendance policy may not be absent more than 20 percent of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

Quarter Programs

Students should strive for perfect attendance and punctuality on a daily basis to emulate the attendance requirements of the workplace. In an effort to reinforce a sense of professionalism, and in the interest of realistic expectations in the work place, the College has developed the following attendance policy for all matriculated students. The College understands that there are extenuating circumstances that may cause a student to miss one or more classes. This policy addresses these circumstances.

Students who will be absent from classes are expected to contact the College to report their absence. If the student expects to be absent for more than two days, (s)he must call the Department Chair to discuss the reason for the absence.

Should a student's absences reach 25% of the total scheduled hours in a term for any course, the student will be placed on attendance probation. Students placed on attendance probation will be encouraged to meet with the Academic Dean, or designee, to develop a plan to improve the student's attendance. Students placed on attendance probation will be returned to non-probation status at the start of the next term assuming they have satisfactorily completed the course requirements.

Should a student's absences for any single course reach 40% of the total scheduled hours in a term, the student may be withdrawn from the course. Should a student's absences reach 40% of the total scheduled hours for all courses, the student may be withdrawn from the institution.

Make-up Work

This campus does not permit students to make up absences that accrue on their attendance record during the classroom training, however, all absences accumulated during an externship must be made up so that the entire number of required hours are completed.

In modular programs, students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the school administration.

Military Drill Regulations

Students in the National Guard or Reserves scheduled for military active duty must notify the Registrar, Academic Dean, and their instructors in writing. A copy of the official orders must be submitted to the Registrar's Office. The student will not be terminated from classes due to these absences but must be certain to regularly attend all other classes in order not to violate the attendance policy of the College.

MAKE-UP DAYS

If the College has to cancel classes due to weather conditions or other unforeseen circumstances, classes will be rescheduled as necessary to assure that all classes meet for the required minimum class hours.

ONLINE LEARNING

The institution may choose to offer certain courses online. Online courses are offered through the Internet, and interaction between the students and faculty occur using a "virtual classroom." Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize student success within the online courses students:

- Must have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment.
- Must have Internet access and an established email account.
- Students must have a 2.0 GPA to enroll in future online courses
- Students must commence online contact with the course site within the first three days of the term.
- Students must understand that student participation and class activities occur weekly throughout the course.
- If a student fails to participate in class activities during two consecutive weekly periods of a six week course or three consecutive periods of a twelve week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.
- Generally, online students must also be enrolled in an on campus course during the same term. Exceptions may be made after consultation with the Academic Dean.

Certain fees may be charged to students registered in online courses. Please refer to the Schedule of Fees for specific charges.

GRADING SYSTEM

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

Applies to All Courses Except Modular Programs:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete. The student has 14 days calendar days following the end of the academic term to complete the course work, at which point the final grade will be determined and will replace the incomplete grade.	0
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WF	Withdrawal and failing the class. To be used after week nine. This grade **is** calculated in the CGPA.	0
WM	Withdrawal after week nine with documented mitigating circumstances placed in the students file and not counted in the CGPA.	Not Calculated
WZ	Withdrawal for students called to immediate active duty military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
PF	Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
PP	Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated

Modular Programs Only:

GRADE	MEANING	PERCENTAGE
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

Applies to all courses:

COURSE REPEAT CODES	
1	Student must Repeat This Class
R	Student in the Process of Repeating This Class
2	Course Repeated - Original Grade No Longer Calculated in CGPA

GPA and CGPA Calculations

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on residence courses taken at the college. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

Grade Appeals

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be through the Grievance Policy.

Medical Assisting Course Grades

Students taking courses listed as "Major Core Courses" in the Medical Assisting program will not be awarded a grade of "D" for those courses. Students in Medical Assisting major core courses must receive a grade of "C" or above to be considered to have passed the course.

PROGRAM REQUIREMENTS

Requirements for Graduation

Blair College offers two-year Associate of Applied Science Degrees and one year Diploma programs. Each program has specific requirements that must be fulfilled in order to graduate. Course completion requirements are listed in the appropriate sections of this catalog. Students who have successfully completed all program requirements for graduation are eligible to participate in the graduation ceremony. Students are required to earn a minimum of a 2.0 cumulative grade point average to be eligible to graduate from Blair College.

All eligible students must complete an application for graduation during the first two weeks of their final quarter. If all financial obligations are not met, students will be ineligible to receive a copy of their diploma and official transcript. Students are responsible for meeting the requirements for graduation.

Required Courses for Graduation

Specific courses in each program will be required for graduation and may not be waived by challenge examination procedures. These courses represent classes felt to be beneficial to each and every student in their success in college as well as in preparing them for their future career.

Electives

Courses designed as electives are provided in specific academic programs. The choice of electives is determined by demand and availability within the schedule. Department Chairs may recommend appropriate electives for students in each program.

SPECIAL RECOGNITION

President's List

Students who complete at least eight (8) credit hours during the quarter and attain a 4.0 grade point average will be named to the President's list.

Dean's List

Students who complete at least eight (8) credit hours during the quarter and attain a 3.5 grade point average or better will be named to the Dean's List.

Summa Cum Laude Graduates

During graduation ceremonies, Blair College recognizes those degree graduates who achieve Summa Cum Laude honors by earning a 4.0 cumulative grade point average.

SATISFACTORY ACADEMIC PROGRESS FOR MODULAR PROGRAMS

Requirements

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students in Modular Programs must:
- achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) or be on academic probation;
- progress at a satisfactory rate toward completion of their programs; and
- complete the training programs within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Students who have reached the twenty-five percent (25 percent) point of their maximum program completion time and have not achieved a cumulative GPA of at least 62.5 percent and a rate of progress of at least 55 percent will be placed on probation.

Students who have reached the halfway point of their maximum program completion time and have not achieved a cumulative GPA of at least 65 percent or 1.5 and a rate of progress of at least 60 percent will be withdrawn from training by the school.

Academic Probation

The initial probationary period covers the module that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat the failed module during the probationary period unless the module is not offered at that time. In that case, the failed module must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70 percent or 2.0 and a rate of progress of at least 60 percent, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent or 2.0 and a rate of progress of at least 60 percent, but have achieved a GPA of at least 70 percent or 2.0 and a rate of progress of at least 60 percent for the term, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent or 2.0 and a rate of progress of at least 60 percent for the term will be withdrawn from training by the school.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70 percent or 2.0 and a rate of progress of at least 60 percent by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 70 percent or 2.0 and a rate of progress of at least 60 percent will be withdrawn from training by the school.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the start of the next grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 70 percent or 2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

Incompletes

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of "F" or "zero" for the module. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.

Withdrawals

To withdraw from a module, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and Academic Dean. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal" (W) (please see page 13 for complete list) is recorded but will not have an impact on the module grade or cumulative GPA. Withdrawal status remains on record until students complete the module from which they withdrew. It will have no effect on the module grade or cumulative GPA.

Students who are contemplating withdrawing from a module should be cautioned that:
- The entire scheduled length of the module of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate module to be offered;
- They must repeat the entire module from which they elected to withdraw prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

Exit Interviews

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

Repeat Policy

Students who fail a module must retake that module. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. Students may repeat a failed module only once. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

When students repeat a module, the last grade received for that module replaces the original grade on the transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. The attendance for the repeated module will replace the attendance for the original module.

Students who receive a passing grade for a module but wish to repeat the module may do so (subject to seat availability), but they may repeat a completed module only once.

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training modules. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Maximum Program Completion Time

Classroom Training

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit units/units according to the Enrollment Agreement.

In order to complete the training within the specified time, students must maintain a satisfactory rate of progress as defined below.

Students who have reached the twenty-five percent (25 percent) point of their maximum program completion time must have successfully completed 55 percent of the clock or credit units/units attempted. Students whose rate of progress are less than 55 percent at the twenty five percent (25 percent) point of the maximum program completion time will be placed on probation.

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60 percent of the clock or credit units/units attempted or they will be withdrawn from training by the school.

Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. The maximum completion time and satisfactory rate of progress for each program can be obtained from the Education Department.

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted.

Externship Training

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. The required number of externship clock and credit units/units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship training for more than 10 days will be dropped from the program by the school. If a student has been officially dropped by the school, and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the school. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the education director and approved by the school president. Students may only be reinstated once due to extenuating circumstances.

Additional Information on Satisfactory Academic Progress

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the academic dean.

Student Appeal Process

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process by submitting a written request for re-admittance to the school president.

Students will not be entitled to appeal if they are terminated for the following reasons:

• Exceeding the maximum program completion time.
• Violating the attendance policy without successfully completing at least 66 percent of the program of study.

SATISFACTORY ACADEMIC PROGRESS FOR QUARTER PROGRAMS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

Rate of Progress Toward Completion Requirements

(Percentage Successfully Completed)
In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the following tables.

Graduation Requirements

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Students meeting the CGPA and Rate of Progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the College graduation requirements.

Academic Probation

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the requirements stated in the Satisfactory Progress Tables. Students will be placed on academic probation when the CGPA or the rate of progress does not meet the requirements detailed in the Satisfactory Progress Tables. The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of academic probation students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

Academic Suspension

If the student's CGPA or rate of progress ever falls into the suspension ranges specified in the Satisfactory Progress Tables, the student is considered not to be making satisfactory progress, is placed on academic suspension, and must be withdrawn from the College.

Readmittance Following Suspension

Students who have been suspended may apply for readmittance to the College after one academic term according to the readmittance policy. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if, in the judgment of the readmittance committee, it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

Academic Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an academic dismissal and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

Appeals Procedures

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress, and believe they have resolved those circumstances, may appeal by requesting in writing a review of their satisfactory academic progress. Examples of such mitigating circumstances include injury or illness to the student or death of an immediate family member. Such review shall be conducted by the Academic Dean and/or the Campus President/ Director or an appeal committee appointed by the campus President. Should the appeal be denied and the student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation and will receive one additional academic term in which to regain satisfactory progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive an academic dismissal, as outlined above.

Incompletes

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. If students do not complete the required work within the extension period, they will receive a failing grade of "F" which will be averaged in with the students' other grades to determine the cumulative GPA.

Withdrawals

Students who withdraw from a course before the end of the term will receive a grade of "W" or "WF." Although the "W" grade does not affect the grade point average, the course will count toward the credits attempted in the calculation of maximum time in which to complete. A grade of "WF" both calculates into CGPA and counts toward the maximum time frame.

Repeats

Students must repeat any failed course that is part of their graduation requirements. The new grade will replace the "F" in the calculation of the cumulative GPA.

Application of Grades and Credits

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts below) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure) and W (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the "I" is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

Continuation as an Extended Enrollment Student

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the College under the following conditions:

- The student is allowed to continue in a Extended Enrollment status for a period of time not greater than 25% of the normal program length, 24 credits attempted for degree programs students and 15 credits attempted for diploma program students.
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as an Extended Enrollment Student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on extended enrollment status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

Reinstatement as a Regular Student from Extended Enrollment Status

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter extended enrollment status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed, but may continue on extended enrollment status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered extended enrollment status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

Satisfactory Progress and Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the College.

The financial aid office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or financial aid personnel.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progression requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the College catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

Satisfactory Progress Requirements

In addition to the standards described below, students are evaluated at 25% of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55% or will be placed on probation. Students are also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the college.

SATISFACTORY PROGRESS TABLES

100 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 150 (150% of 100).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 150	N/A	2.00	N/A	66%

98 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 147 (150% of 98).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.25	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 -147	N/A	2.00	N/A	66%

97 Credit Hours

The total credits that may be attempted (maximum program length) is 145 (150% of 97).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 145	N/A	2.00	N/A	66%

96 Credit Hours

The total credits that may be attempted (maximum program length) is 144 (150% of 96).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 144	N/A	2.00	N/A	66%

72 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 108 (150% of 72).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 27	2.00	1.00	66%	N/A
28 - 40	2.00	1.25	66%	50%
41 - 54	2.00	1.50	66%	60%
55 - 64	2.00	1.75	66%	65%
65 - 108	N/A	2.00	N/A	66%

66 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 99 (150% of 66).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 99	N/A	2.00	N/A	66%

60 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 90 (150% of 60).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 90	N/A	2.00	N/A	66%

RE-ADMITTANCE POLICY

Re-admittance into the College following dismissal or withdrawal for any reason will be at the discretion of the College. Any re-admitted student is entitled to the same rights and privileges and is subject to the same rules and regulations as all other Blair College students. Re-entering students must meet all the current entrance requirements as part of the re-admission process.

Applicants must apply for re-admittance to the Academic Dean prior to the desired date of re-entry. The applicant will be required to meet with the Department Chair to review the students academic status and account with the school and determine eligibility to re-enter. A student suspended from Blair College may be readmitted upon the recommendation of the Department Chair and/or Academic Dean through the same re-admittance procedure.

If a student is readmitted to the College following suspension for lack of satisfactory progress, the student must meet the standards of satisfactory progress by the end of the first quarter following re-entrance. A student placed on Academic dismissal from Blair College will be considered terminated. The decision of the Academic Dean and College President in these cases will be final. Students may be re-admitted to the College twice during their matriculation. Students who withdraw from College a third time may be ineligible to re-apply.

COLLEGE GRIEVANCE POLICY

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the College president. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E.
Suite 980
Washington, DC 20002-4241
(202) 336-6780

Students may also file a complaint with the Colorado Department of Education, Private Occupational Schools Board, by writing to the Board within two (2) years of attending the school. The address is as follows:

Colorado Department of Education
Private Occupational Schools Board
1380 Lawrence Street
Suite 1200
Denver, CO 80204

Due Process and Student Appeal

Blair College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of this institution. When an individual feels he/she has been unjustly treated, he/she can request his/her grievance be heard by a Grievance Committee. Students requesting a hearing before a Grievance Committee, should submit their request in writing to the Academic Dean or College President.

All challenges to grades must be submitted in writing to the Academic Dean within 15 calendar days after completion of the course being challenged.

If an individual wishes to appeal a decision other than a grade, or requests a hearing for any other perceived violation of rights, a written statement of appeal must be submitted to the Academic Dean or College President within 15 days of the issue in question.

The Academic Dean/College President will consider the request for a hearing and if approved, will schedule a grievance hearing in a timely manner.

FINANCIAL INFORMATION

TUITION AND FEES

Quarter Programs

The tuition and fees listed below will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

The minimum full-time course load is 12 credits per quarter. Non-credit bearing coursework will be charged at the same rate as credit bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the add/drop period by the then current tuition rate for that number of credit hours.

Tuition per credit hour per term

Program	Credits Registered For:	Tuition per Credit Hour
Network Administration	Per credit	$279
All Other Programs	Per credit	$235

Mini-term start tuition per credit hour (Mini-term start quarter only)

Network Administration	Per credit	$279
All Other Programs	Per credit	$235

Tuition will be charged on a quarterly basis.

Modular Programs

Program	Program Length	Credit Units	Tuition	Text/Materials
Homeland Security Specialist	7 Modules	48	$7,665	$1,500 (& uniform)
Medical Administrative Assistant	8 Modules	47	$8,700	$900
Medical Insurance Billing/Coding	5 Modules	29	$6,195	$900

Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found below.

Additional fees

Registration Fee	$25.00 each quarter
Technology Fee [1]	$20.00 per quarter
Online Learning Fee	$100.00 per course
Transcript Fee [2]	$5.00
Proficiency Challenge Fee	$25.00
Replacement for Diploma/Degree	$20.00
Medical Assistant Uniform	$175.00
(required of Medical Students only)	
Replacement ID	$1.00

[1]The Technology Fee does not apply to students enrolled in Modular Programs.
[2]Exception: Students are provided one official transcript free of charge upon completing graduation requirements.

FINANCIAL ASSISTANCE INFORMATION

It is the goal of Blair College to assist every eligible student in procuring financial aid that enables the student to attend college. The College participates in various federal and student assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called federal student financial aid (SFA). This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Family Educational Loan (FFEL) Program (Subsidized and Unsubsidized Stafford Loan and Federal Parent Loans for Undergraduate students). The College also utilizes alternate source funding provided by the institution or private agencies. Alternate source loans enable the student to contribute to his/her education while in college.

The primary responsibility for meeting the cost of education rests with the individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

Consumer Information

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for most financial aid programs, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell and FSEOG). Students at less than a half-time status may be eligible for specific programs and should see the Student Finance Office for information;
- Have a high school diploma or the equivalent;
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security Number;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if a male born after December 31, 1959;
- Sign the updated Statement of Educational Purpose\Certification Statement on refunds and default.

Application

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Office is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC), which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. Also, if the student changes colleges, his/her aid does not automatically go with him/her. Each student should check with his/her new college to find out the appropriate procedures for reapplying for financial aid.

Need and Cost of Education

Once the application is completed, the information will be used in a formula, established by Congress, that calculates need and helps determine eligibility. When combined with other aid and resources, a student aid package may not exceed the cost of education.

Borrower Rights and Borrower Responsibilities

When a student takes on a student loan, he/she has certain rights and responsibilities. The borrower has the right to receive the following information before the first loan disbursement:

- the full amount of the loan;
- the interest rate;
- when the student must start repaying the loan;
- the effect borrowing will have on the student's eligibility for other types of financial aid;
- a complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
- the yearly and total amounts the student can borrow;
- the maximum repayment periods and the minimum repayment amount;
- an explanation of default and its consequences;
- an explanation of available options for consolidating or refinancing the student loan;
- a statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving school:

- the amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
- a loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
- if the student has FFEL Program Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
- the fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
- an explanation of available options for consolidating or refinancing the student's loan;
- a statement that the student can repay his/her loan without penalty at any time.

The borrower has a responsibility to:

- understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
- make payments on the student loan even if the student does not receive a bill or repayment notice;
- even if the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
- notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security Number, or transfers to another institution.
- receive entrance counseling before being given the first loan disbursement, and receive counseling before leaving school.

Policies and Procedures for Verification

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within twenty (20) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.

8. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
9. Students will be notified if the results of verification change the student's scheduled award.
10. The College will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to the State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of the Title IV aid will be made prior to the completion of verification.

Tuition Charges

Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of classes for each term for which the student is enrolled. The College charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled.

Complete information on tuition and other fees may be found in the Tuition and Fees section of this catalog.

Entrance and Exit Interview/Loan Counseling

The Department of Education requires that any student receiving a Federal Family Educational Loan be notified concerning their loans. The College counsels each student regarding loan indebtedness and gives each student an entrance test and mails an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance at the College, refunds that may be made, and to provide the student with an estimated payment schedule. If a student is unable to meet with the Student Finance Office, an exit interview will be mailed. Global Financial Services will mail all official notifications related to exit interview packets to all withdrawn and graduate students with detail information including any refunds made and an estimated payment schedule.

Drug Free Awareness

The Drug Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Blair College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of the students) and termination (in the case of the employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

Financial Aid Programs

All Title IV financial aid funds received by the Institution will be credited to the student's account (excluding Federal Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

In accordance with Federal Regulation 668.43(b)(3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

Federal Pell Grant

This grant is designed to assist needy students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of

the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of a college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office of the College, or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system that will determine the applicant's Expected Family Contribution (EFC).

Federal Supplemental Educational Opportunity Grant (FSEOG)
This grant is available to students with exceptional financial need, with priority given to Federal Pell grant recipients. In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

Federal Work-Study Program (FWS)
The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private or community service organization.

Application for the FWS program may be made through the Student Finance Office, and eligibility is based on financial need and the availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

The amount of the grant, and the number of students who may receive this grant, depend on availability of funds from the U.S. Department of Education.

Colorado Student Grant Program (includes Colorado Part-time State Grant)
The Colorado Student Grant Program is designed to assist Colorado resident undergraduate students with demonstrated financial need, to attend eligible post-secondary colleges and universities in Colorado.

In order to receive a Colorado Student Grant, a student must be a Colorado resident, be an undergraduate student, meet satisfactory progress requirements, and have financial need.

Veterans Benefits
The College is approved for veterans training for specific Associate of Applied Science degrees offered at Blair College. Applications for Veterans benefits may be obtained at the College or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

Federal Family Educational Loan Program (FFEL)
The FFEL program offers low-interest loans with generous repayment terms to assist students and/or parents in meeting the costs of education. In general, a student must be enrolled at least half-time as a regular student and must maintain satisfactory academic progress in order to be eligible. Specific information regarding the loan limits and interest rates may be obtained from the financial aid office.

Federal Subsidized Stafford Loans
Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The Subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford loan made to any Stafford borrower, regardless of whether the borrower has FFELP loans outstanding, will have a variable interest rate not to exceed 8.25%. This interest rate will be determined on July 1 each year.

If the student is a dependent undergraduate student he/she may borrow up to:

- $2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year;

- $3,500 if he/she has completed the first year of study, and the remainder of his/her program is at least a full academic year.
- $5,000 a year if he/she has completed two years of study, and the remainder of his/her program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts you can borrow will be less than those previously listed. Ask the Student Finance Office for specific details. Total indebtedness for a dependent undergraduate student is $23,000.

If the student is an independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan he/she may borrow up to:

- $6,625 if he/she is a first year student enrolled in a program of study that is at least a full academic year. (At least $4,000 of this amount must be in unsubsidized loans).
- $7,500 if he/she completed the first year of study, and the remainder of his/her program is at least a full academic year. (At least $4,000 of this amount must be in unsubsidized loans.)
- $10,500 a year if he/she completed two years of study, and the remainder of his/her program is at least a full academic year. (At least $5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts that can be borrowed will be less than those previously listed. Talk to the Student Finance Office for specific details. Total indebtedness for an independent undergraduate student is $46,000. (No more than $23,000 of this amount may be subsidized loans.)

There is a 3 percent origination fee and 1 percent insurance premium deducted from each disbursement. This must be repaid.

The Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning his/her loan. Applications can be obtained from the Student Finance Office, or from the lender.

For additional deferment information contact the Student Finance Office.

Unsubsidized Federal Stafford Loans
The Unsubsidized Federal Stafford Loan Program is a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part for Subsidized Federal Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "unsubsidized" means that interest is not paid for the student during the enrollment period.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the descriptions below:

The Government does not pay interest on the student's behalf of an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: make monthly or quarterly payments to the lender; or the student and the lender may agree to capitalization of the accrued interest.

The student will be charged a origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4.0%. The fee will be deducted proportionately from each disbursement and paid to the federal government.

Federal PLUS Loans
The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the students. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. There is a 3% origination fee on a PLUS loan made on or after July 1, 1994 and up to 1 percent insurance premium may be

deducted proportionately from the loan principal after each payment. The interest rate is variable and is set on July 1st of each year but has a maximum of 9%.

Repayment begins within 60 days of disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although, the minimum payment amount is $50 per month with at least five years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the College's Student Finance Office or from the lender. For deferment information contact the Student Finance Office.

Sallie Mae Alternative Loan Program (SLM)
SLM Financial and Corinthian Colleges (CCI) have developed a customized private student loan program that will offer students educational financing for their direct academic costs. This program offers a tiered loan program that gives the applicant three opportunities to obtain CCI loan approval. Borrowers with excellent credit histories will be provided the most favorable loan terms and conditions with borrowers having good or moderate credit offered slightly higher fees and rates. Co-borrowers are encouraged and will generally improve the loan terms and conditions for the applicant. This loan has a variable interest rate that is tied to the prime lending rate. Contact the financial aid office for application and information.

Student Tuition Assistance Resource Loan (STAR Loan)
Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to fifty percent of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

Institutional Payment Plans
The financial amount equals course cost less any need-based aid you are receiving. Payments must be made over the length of the program and the final payment is due before your last day of attendance. No interest is charge with this payment plan. Tuition must be paid monthly, with the first payment due with your class start date. Payments are made to the student finance office.

CANCELLATION AND REFUND POLICY

The registration of a student results in the employment of faculty, arrangements for management and physical facilities and other provisions by the administration that must be contracted in advance. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred cost. For these reasons there will be no refund of tuition except as outlined in the following policy.

The College employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the College retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

Cancellations

The Enrollment Agreement does not constitute a contract until it has been approved by an official of the college. If the agreement is not accepted by the college, all moneys paid will be refunded. The applicant may also request cancellation in writing within three days after signing this agreement and receive a full refund of all moneys paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes or education have commenced will be considered cancellations and all moneys paid will be refunded within 30 days of the date the college becomes aware of the withdrawal.

Refunds

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

Refund Policies
Any moneys due the applicant or student shall be refunded within 30 days of the date of determination or termination. If a student received a loan to cover the cost of tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the moneys will be applied to any student financial aid programs from which the student received funding, any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

Refund Policies - Online Learning Courses
Courses that are four quarter credit hours meet for 40 hours. Thirty hours or 75% of the course is comprised of the lecture component, the individual assignments and the general class participation in the threaded discussions and weekly quizzes. Ten hours or 25% of the course takes place within the team setting via collaborative learning, which is monitored by the Online instructor. The College calculates both the collaborative team efforts and the more formal lecture portion of the Online course as classroom lecture hours using the Colorado Refund Policy 12-59-114 C.R.S. Two quarter credit hour courses meet in the same percentage breakout for the 20 or 30 total contact hours contained in such courses.

Federal Return of Title IV Funds Policy
All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of the SFA Program withdraws from the College during a payment period or a period of enrollment in which the recipient began attendance, the College must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is determined by:

The percentage of the payment period or period of enrollment completed is the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the last date of attendance.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).

Return of Unearned SFA Program Funds
The College must return the lesser of:
- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:
- Any SFA loan funds in accordance with the terms of the loan; and

- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the College to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance Department will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Remittance to the Federal Government

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (SEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

Colorado Refund Policy (For All Students)

The college will make refund determinations for all tuition and fees paid for the charging period in accordance with the following schedule:

A Student Who Withdraws Or Is Terminated…	Is Entitled to a Refund of…	The Institution Is Eligible to Retain…
Within the first 10% of the charging period	90% Tuition	10% Tuition
After completion of 10% of the charging period, but prior to the completion of 25%	75% Tuition	25% Tuition
After completion of 25% of the charging period, but prior to the completion of 50%	50% Tuition	50% Tuition
After completion of 50% the charging period, but prior to completion of 75%	25% Tuition	75% Tuition
After completion of 75% of the charging period	0	100% Tuition

If the educational program for which the student has enrolled is discontinued prior to the student's expected graduation date, the student is entitled to a full refund.

STUDENT SERVICES

ADVISING SERVICES

Advising services are available at Blair College in many forms. These services are considered a vital part of the total college program and are designed to help students plan life goals, develop effective study habits, reconcile the demands of college, work and family, and make sensible choices and adjustments as called for in school, in the workplace, and in the home. Counseling sessions may be confidential at the student's request.

Academic Dean/ Associate Academic Dean
If students have questions regarding changing programs, or class scheduling conflicts, they should consult with the appropriate Academic Dean or Associate Academic Dean. If students need further advising of an academic nature, they should consult with the Academic Dean. The Academic Dean can also assist in referring students to community resources to help with problems of a personal nature.

College President
Students are encouraged to schedule a meeting with the College President when other services do not appear to resolve their questions or concerns in any area. Students may consult with the College President in a confidential session.

Department Advising
Questions and concerns regarding the student's program or course of study or scheduling conflicts should be directed to the Department Chairperson or Academic Dean.

Drug Counseling
Blair College does not have on-site drug counseling personnel. However, the College does offer counseling referral services through the Academic Dean.

Student Finance
The Student Finance Office provides financial advice to incoming and continuing students to help them find the best program for financing their education. Blair College administers a variety of federal and state assistance programs designed to make an education affordable for students.

Tutoring
The College will assist students in securing tutors. Students in need of additional tutorial assistance should notify their instructor for suggested tutors, or see the Academic Dean or the Associate Academic Dean.

CAREER PLANNING AND PLACEMENT OFFICE

One of the many benefits derived from being a graduate from Blair College is the graduate placement service. The Career Planning and Placement Office is a graduate services center, offering placement assistance to graduates throughout their careers. Students must aid the placement effort with quality academic work, excellent class attendance, a positive attitude, a desire to succeed, reasonable salary expectations, and cooperation with the Director of the Career Placement and Planning Office.

Students will receive ongoing career development throughout their program, which will help prepare and assist students in their job search. Blair College prepares the graduate educationally for employment and assists in their job search, but like all institutions, cannot guarantee employment.

HEALTH AND SAFETY

The College maintains first aid supplies for minor injuries incurred while students are in attendance. Any student seriously injured on the premises will be transported to the nearest hospital with all charges billed to the student. In most instances, the College is not liable for students injured on campus.

HOUSING

Blair College does not provide housing, although several apartment complexes are within walking distance of the campus. Assistance with housing information may be obtained through the Admissions Department.

LIBRARY

The Blair College Library has books and periodicals of interest to students, faculty and staff. An on-line resource system is also available which provides access to thousands of additional sources.

Textbooks are available on reserve for use in the Library. A variety of media, including VCR, television, and overhead projectors, are available for in-school use. In addition, Library patrons have access to the collections of the Pikes Peak Library District. Students may also borrow materials from the Pikes Peak Community College Educational Resources Center. Several other libraries within the Pikes Peak region are also available for use.

STUDENT PARKING

Blair College provides off-street, lighted, free parking. In addition, there are handicapped spaces available. All persons using the parking lot are requested to be courteous in their parking and to keep posted handicapped spaces and fire lane areas open.

STUDENT LOUNGE

A smoking and non-smoking lounge is available for student relaxation and socialization. Snack and drink machines are also available. While eating is prohibited in classrooms, drinks in closed containers are allowed.

COMMUNITY RESOURCES

EMERGENCY PHONE NUMBERS	
Police Emergency	911
Alcohol Emergency Services	573-5020
24 Hour Crises Line	633-3819
Crisis Center (24 hour)	635-7000
MENTAL HEALTH	
Pikes Peak Mental Health Crisis Center	635-7000
Mental Health Association	633-4601
SPECIALIZED SERVICES	
Alcoholics Anonymous	573-5020
Drug/Alcohol Treatment	578-3150
Bus Service	475-9733
Ride Finders	471-7665
Domestic Violence Prevention Center	633-3819
Day Care Information and Referral	444-5930
American Red Cross	632-3563
Care and Share, Inc.	528-6767
Food Stamps	475-8014
Goodwill	633-8794
Physical Security-Crime Prevention, Ft. Carson	526-2158
Pikes Peak Legal Services	471-0380
Other referral numbers available through the Academic Department, or call 574-1082	

MODULAR PROGRAMS

A modular program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to five weeks in length.

HOMELAND SECURITY SPECIALIST

Recent national and world events have resulted in an increased demand for trained safety and security workers in businesses, airports, law enforcement, public safety, and government (federal, state, and municipality) sectors. The Homeland Security Specialist (HSS) Diploma program enables the student to gain a solid foundation in a variety of areas that are critically important to planning, implementing and managing security operations for an organization. Extensive coverage is given to the legal aspects of security, emergency planning procedures, security principles and communications, domestic and international terrorism, and emergency medical response services.

The HSS Diploma program helps prepare graduates for careers in the Security industry as corporate and government security and safety personnel.

The HSS Diploma program consists of seven modules, which may be taken in any order. Upon successful completion of all seven modules, a diploma will be awarded.

Program Outline

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
HS01	Civil and Criminal Justice	60	20	7
HS02	Emergency Planning and Security Measures	60	20	7
HS03	Security: Principles, Planning, and Procedures	60	20	7
HS04	Tactical Communications	60	20	7
HS05	Domestic and International Terrorism	60	20	7
HS06	Emergency Medical Services and Fire Operations	40	40	6
HS07	Business and Ethics for Security Specialists	60	20	7
	Program Total	**400**	**160**	**48**

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

HS01 Civil and Criminal Justice

60/20/7.0

This course introduces students to the legal and procedural issues involved in safety and security operations that present a new challenge in the field of law. Topics include an introduction to the federal-state overlapping legal structure, constitutional law, including right to privacy, search and seizure and profiling and a discussion of employment laws. The purpose is to familiarize the students with the law as it applies both to actions by a government agency and actions by a person in the private sector. As the ever-growing number of agencies become involved, it is important that the student be aware of the basis of the laws and regulations and the potential sources of new laws and regulations in order to be prepared for the rapid changes as this area of the law develops.

HS02 Emergency Planning and Security Measures

60/20/7.0

This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and identify general models for facility protection.

HS03 Security: Principles, Planning and Procedures

60/20/7.0

This course introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, principles of crowd and riot control, substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, threat assessment and response, facility security, vulnerabilities and security force management.

HS04 Tactical Communications

60/20/7.0

This course introduces students to sensitive communication styles, issues and models. The student will identify techniques for successful employee communications and community relations. Students will learn about topics such as oral, written and crisis communications and keys to successful delivery. Students will recognize how organizations and individuals respond to conflict and crisis situations and keys to developing successful conflict management systems and managing conflict effectively through alternative dispute resolution and dispute systems design.

HS05 Domestic and International Terrorism

60/20/7.0

This course introduces participants to various aspects of domestic and international terrorist organizations. The student will be introduced to basic principles of terrorist investigations, federal and state terrorism laws, prosecution of international terrorists, domestic security threats, militias, religious extremists, outlaw biker gangs, drug cartels, extremist groups, various gangs and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses.

HS06 Emergency Medical Services and Fire Operations

40/40/6.0

This course introduces students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course also introduces students to the concepts surrounding an organized response to fire, HAZMAT and evacuation operations as well as an overview of the incident command system.

HS07 Business and Ethics for Security Specialists

60/20/7.0

This course introduces the student to business management, organizational leadership and business ethics. Students will learn to recognize corporate structure and values, strategic management, human resource issues, the Americans with Disabilities Act (ADA), business conflict management techniques, and management of employee training programs. Course content will include studies on situational leadership, principle-centered leadership, ethical values and models of ethical decision making, leadership ethics, and transformation of the organization. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios.

Diploma Program

Credit Hours Required: 29

DOT: Health Claims Examiner/Medical Billing   214.362-022

The Medical Insurance Billing/Coding Program is designed to prepare students for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into four learning units called modules. Students must complete modules A through D starting with any module and continuing in any sequence until all four modules are completed. Modules A through D stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through D, students participate in a 160-clock-hour externship.

Completion of the Medical Insurance Billing/Coding Program is acknowledged by the awarding of a diploma.

Program Outline

Module Number	Module Title	Clock Hours	Credit Units
Module A	Medical Insurance	80	6.0
Module B	Claims Processing and Financial and Legal Management	80	6.0
Module C	Current Procedural Coding/CPT Codes	80	6.0
Module D	Diagnostic Coding/IDC-9 Codes	80	6.0
Module X	Externship	160	5.0
	Program Total	**480**	**29.0**

Major Equipment
- Calculators
- Personal Computers

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

Module A – Medical Insurance   **40/40/6.0**
Module A develops proficiency in preparing and processing insurance claims. Students are introduced to various types of health care plans. Students will be introduced and practicing skills in obtaining correct IDC-9 and CPT codes. Students will also practice obtaining information from patient charts, this includes interpretation of physician notations regarding procedures diagnoses relevant to claims completion. Student will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

Module B – Claims Processing and Financial and Legal Management   **40/40/6.0**

Module B prepares the students by identifying information necessary for accurate documentation to patient financial records. Students practice posting to the patient's financial record by computer and manual systems. Application of deductibles, co-pays and other benefit calculations are introduced. Legal considerations including confidentiality, error coding and insurance fraud are studied. Students practice their communication skills as it pertains to their field. This will include telephone management of insurance claim inquiries, authorization, applications to FAX and Internet communications. Students will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

Module C – Current Procedural Coding / CPT Codes   **40/40/6.0**

In Module C, students will practice using correct application of CPT codes as they relate to common medical office procedures using the CPT Manual. HCPCS applications and HCFA are also covered, as well as the use of modifiers and other reimbursement topics. Student will review case studies, preparing insurance claims using CPT codes. Special emphasis is placed on procedural and diagnostic terminology as well as the proper code for each term. Student will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

Module D – Diagnostic Coding / ICD-9   **40/40/6.0**

Module D will prepare students in the proper selection and use of ICD-9 codes as they relate to common medical disorders and diseases. Students will practice with case studies determining patient benefits and financial responsibilities. Compatibility betweenICD-9 and CPT coding is stressed.

DRGs are also reviewed. Special emphasis is placed on procedural and diagnostic terminology as well as the proper code for each term. Student will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

Module X – Externship   **0/160/5.0**

Upon successful completion of classroom training, medical insurance billing/coding students participate in a 160 hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80 and 160 hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

MEDICAL ADMINISTRATIVE ASSISTANT (MAA)

Diploma Program

Credit Hours Required: 47

The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills, which enable them to become familiar with the computerized technology that is becoming more visible in the 21st century medical office environment.

Program Outline

Module Number	Module Title	Clock Hours	Credit Units
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collection	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module H	Externship	160	5.0
	Program Total	**720**	**47.0**

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory/externship work, and provides a total of 6.0 credit units.

Module A – Office Finance   **40/40/6.0**
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part of the module. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

Module B – Patient Processing and Assisting   **40/40/6.0**
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems including appointment scheduling, time management, and developing skills required of alphabetic filing and indexing. Students will also be trained in cardiopulmonary resuscitation (CPR) and learn how to take and record vital signs. Students will develop speed and accuracy on the computer keyboard as well as the 10-key pad. They will also become familiar with essential medical terminology.

Module C – Medical Insurance   **40/40/6.0**
Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs. Including HMOs, PPOs and workers' compensation plans. National coding systems used for claims processing are also studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

Module D – Insurance Plans and Collections   **40/40/6.0**
In Module D, students develop proficiency in preparing and processing insurance claims. The Medicaid, Medicare and ChampVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collections letters,

telephone calls and collection servicing agencies. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

Module E – Office Procedures   **40/40/6.0**

Students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management, and the medical facility environment. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. The also become familiar with essential medical terminology.

Module F – Patient Care and Computerized Practice   **40/40/6.0**

During Module F, computerized practice management is emphasized, including file maintenance, patient records, bookkeeping and insurance. In addition students learn basic techniques for taking patients' vital signs. Students will also learn about Occupational Safety and Health Administration (OSHA) Standards and the use of universal precautions in the medical office. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They will also become familiar with essential medical terminology.

Module G – Dental Administrative Procedures   **40/40/6.0**

Students learn basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures, including appointment scheduling, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. They discuss interpersonal skills and human relations, telephone techniques and patient reception techniques. Students will also develop speed and accuracy on the computer keyboard as well as the 10-key pad. Students will also become familiar with essential medical terminology.

Module H – Externship   **0/160/5.0**

Upon successful completion of Modules A through G, Medical Administrative Assistant students participate in a 160 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level Medical Administrative Assistant skills in working with patients. MAA externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80 and 160 hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

QUARTER PROGRAMS

A quarter-based program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately 12 weeks in length.

DEGREE PROGRAMS: ASSOCIATE OF APPLIED SCIENCE DEGREE

ACCOUNTING

ADMINISTRATIVE ASSISTANT

BUSINESS ADMINISTRATION

COMPUTER INFORMATION SYSTEMS

CRIMINAL JUSTICE

LEGAL ASSISTANT/PARALEGAL

MEDICAL ASSISTING

NETWORK ADMINISTRATION

DIPLOMA PROGRAM

NETWORK ADMINISTRATION

ACCOUNTING (AAC)

Associate of Applied Science Degree

Credit Hours Required: 96

A sound knowledge of the fundamentals of accounting is essential to success in any economic endeavor. Accounting is the language of business, and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting. A variety of positions are available to graduates in business, industrial and governmental accounting fields

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
College Core Requirements:				
BUL 2100	Applied Business law	40		4
CGS 2071	Spreadsheets	20	40	4
CGS 2110	Computer Applications	30	20	4
CGS XXX	Computing Electives (Choose 1 of the following)			
	CSD160 Desktop Publishing	20	40	4
	CSD 246 Database Management	20	40	4
	CSD 280 Applications for the Internet	30	20	4
FIN 1103	Introduction to Finance	40		4
MAN 1011	Introduction to Business Enterprise	40		4
OFT 1141	Keyboarding		40	2
SLS 1130	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
Major Core Requirements:				
APA 2111	Principles of Accounting I	40		4
APA 2121	Principles of Accounting II	40		4
APA 2161	Introductory Cost/Managerial Accounting	40		4
ACG 2021	Introduction to Corporate Accounting	40		4
ACG 2072	Cost Accounting	40		4
ACG 2141	Computerized Accounting	30	20	4
ACG 2501	Nonprofit Accounting	40		4
ACO 1806	Payroll Accounting	30	20	4
TAX 2000	Tax Accounting	30	20	4
APA 2959	Externship in Accounting	120*		4
General Education Requirements:				
ENC 1108	Composition I	40		4
ENC 1109	Composition II	40		4
ENG 201	English Literature	40		4
MAC 2104	College Algebra	40		4
PSY 2015	General Psychology	40		4
SPC 2016	Oral Communications	40		4
	Program Total			**96**

*Externship Hours

ADMINISTRATIVE ASSISTANT (SEA)

Associate of Applied Science Degree

Credit Hours Required: 96

The Administrative Assisting Degree program prepares the graduate to be an integral part of the business management team. The program provides the student with a broad base of management and secretarial skills including information systems, office planning and services, transcription, word processing and desktop publishing.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
APA 2111	Principles of Accounting I	40		4
APA 2121	Principles of Accounting II	40		4
MAN 1011	Introduction to Business Enterprise	40		4
CGS 2110	Computer Applications	30	20	4
CSD 160	Desktop Publishing	20	40	4
CSD 242	Network Administration	20	40	4
CSD 280	Applications for the Internet	20	40	4
MAN 2021	Principles of Management	40		4
SEC 103	Introduction to Office Technology	40		4
SEC 203	Office Management	40		4
ELE XXX	Elective (Choose 1 of the following)	*		4
	CSD 246 Database Management	20	40	4
	SEC 285 Administrative Assistant Externship		120	4
TYP 101	Keyboarding for Computers I	20	40	4
TYP 201	Keyboarding for Computers II	20	40	4
TYP 202	Keyboarding for Computers III	20	40	4
WDP 105	Word Processing I	20	40	4
WDP 107	Word Processing II	20	40	4
General Education Requirements:				
ECO 102	Economics	40		4
ENC 1108	Composition I	40		4
ENG 201	English Literature	40		4
SPC 2016	Oral Communications	40		4
HUM 100	Humanities	40		4
MAC 2104	College Algebra	40		4
SLS 1130	Strategies for Success	40		4
PSY 2015	General Psychology	40		4
	Program Total			**96**

BUSINESS ADMINISTRATION (BBA)

Associate of Applied Science Degree

Credit Hours Required: 96

The Business Administration program is designed to provide the student with a foundation in business management. The student is given a broad academic background including computer science and accounting principles. This degree program is recommended for those who aspire to positions in business, industry, and government.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
College Core Requirements:				
APA 2111	Principles of Accounting I	40		4
APA 2121	Principles of Accounting II	40		4
APA 2161	Introductory Cost/Managerial Accounting			
	OR	40		4
ACG 2021	Introduction to Corporate Accounting			
BUL 2100	Applied Business Law	40		4
SLS 1130	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding		40	2
MGT 220	Business Ethics	40		4
Major Core Requirements:				
MAN 1011	Introduction to Business Enterprise	40		4
MAR 1011	Introduction to Marketing	40		4
MAN 2021	Principles of Management	40		4
FIN 1103	Introduction to Finance	40		4
MAR 2305	Customer Relations and Servicing	40		4
MAN 2300	Introduction to Human Resources	40		4
MAN 2800	Small Business Management	40		4
MGT 285	Business Administration Externship		120	4
CSD XXX	Computing Electives (Choose 2 of the following)	40	80	8
	CGS 2071 Spreadsheets	20	40	4
	CSD 160 Desktop Publishing	20	40	4
	CSD 246 Database Management	20	40	4
	CSD 280 Applications for the Internet	20	40	4
General Education Requirements:				
ENC 1108	Composition I	40		4
ENC 1109	Composition II	40		4
ENG 201	English Literature	40		4
SPC 2016	Oral Communications	40		4
MAC 2104	College Algebra	40		4
PSY 2015	General Psychology	40		4
	Program Total			**96**

COMPUTER INFORMATION SYSTEMS (ISA)

Associate of Applied Science Degree

Credit Hours Required: 96

This program is designed to prepare students as qualified entry-level business professionals able to pursue careers in the business world, and will grant a basic knowledge of computer programming and data systems. Career possibilities include entry-level positions such as data entry operator, data control clerk, computer operator, data librarian, and operations manager.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
APA 2111	Principles of Accounting I	40		4
APA 2121	Principles of Accounting II	40		4
CGS 2071	Spreadsheets	20	40	4
MAN 1011	Introduction to Business Enterprise	40		4
CGS 2110	Computer Applications	30	20	4
CSD 160	Desktop Publishing	20	40	4
CSD 220	Programming I	20	40	4
CSD 230	Programming II	20	40	4
CSD 235	Programming III	20	40	4
CSD 240	Systems Analysis and Design	20	40	4
CSD 242	Network Administration	20	40	4
CSD 246	Database Management	20	40	4
CSD 247	Operating Systems	20	40	4
CSD 248	Voice/Data Communications	20	40	4
CSD 280	Applications for the Internet	20	40	4
ELE XXX	Elective (Choose 1 of the following)	40		4
	MAN 2021 Principles of Management	40		4
	MGT 220 Business Ethics	40		4
	CSD 285 CIS Externship		120	4
General Education Requirements:				
ECO 102	Economics	40		4
ENC 1108	Composition I	40		4
ENG 201	English Literature	40		4
SPC 2016	Oral Communications	40		4
HUM 100	Humanities	40		4
MAC 2104	College Algebra	40		4
SLS 1130	Strategies for Success	40		4
PSY 2015	General Psychology	40		4
	Program Total			**96**

CRIMINAL JUSTICE (CCJ)

Credit Hours Required: 96

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security. This is not a training program for law enforcement officers.

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
COLLEGE CORE REQUIREMENTS				
BUL 2100	Applied Business Law	40	0	4
MAN 1030	Introduction to Business Enterprise	40	0	4
MAN 2021	Principles of Management	40	0	4
SLS 1130	Strategies for Success	40	0	4
SLS 1320	Career Skills	20	0	2
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding	0	40	2
MAJOR CORE REQUIREMENTS				
PLA 1700	Legal Ethics and Social Responsibilities	40	0	4
CCJ 1024	Introduction to Criminal Justice	40	0	4
CCJ 1011	Criminology	40	0	4
CCJ 2233	Criminal Evidence	40	0	4
CCJ 2234	Criminal Procedure	40	0	4
CCJ 2238	Criminal Investigation and Police Procedures	40	0	4
CCJ 2250	Constitutional Law for the Criminal Justice Professional	40	0	4
CCJ 2306	Introduction to Corrections	40	0	4
CCJ 2501	Juvenile Delinquency	40	0	4
CCJ 2110	Policing in America	40	0	4
CCJ 2943	Current Issues in Criminal Justice	40	0	4
CCJ 2358	Criminal Justice Report Writing	40	0	4
GENERAL EDUCATION REQUIREMENTS				
ENC 1108	Composition I	40	0	4
ENC 1109	Composition II	40	0	4
MAC 2014	College Algebra	40	0	4
PSY 2015	General Psychology	40	0	4
SPC 2602	Oral Communications	40	0	4
SCI 101	Environmental Issues	40	0	4
	Program Total	**930**	**60**	**96**

LEGAL ASSISTANT/PARALEGAL (LPA)

Associate of Applied Science Degree

Credit Hours Required: 96

This program is designed to provide the student with fundamental knowledge and skills in the areas of legal terminology, substantive and procedural law, and drafting and research. The program prepares the student for employment by sole practitioners as well as other related occupations in government, corporate, insurance, or real estate.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
College Core Requirements:				
SLS 1130	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding		40	2
APA 1114	Office Accounting	40		4
PLA 1003	Introduction to Legal Assisting	40		4
PLA 1700	Legal Ethics and Social Responsibility	40		4
CSD 160	Desktop Publishing	20	40	4
WDP 105	Word Processing I	20	40	4
Major Core Requirements:				
PLA 2250	Civil Procedure	40		4
PLA 2800	Family Law	40		4
PLA 2423	Contract Law	40		4
PLA 2273	Torts	40		4
PLA 1105	Legal Research and Writing I	40		4
PLA 2116	Legal Research and Writing II	40		4
PLA 2607	Wills, Trusts and Probate	40		4
PLA 2940	Paralegal Externship		120	4
PLA 2303	Criminal Procedure	40		4
PAR 204	Trial Preparation and Procedure	40		4
General Education Requirements:				
ENC 1108	Composition I	40		4
ENC 1109	Composition II	40		4
ENG 201	English Literature	40		4
SPC 2016	Oral Communications	40		4
MAC 2104	College Algebra	40		4
PSY 2015	General Psychology	40		4
	Program Total			**96**

MEDICAL ASSISTING (MAA)

Associate of Applied Science Degree

Credit Hours Required: 97

The Medical Assisting program prepares the graduate to assist the physician and allied health personnel in both administrative and clinical capacities. The program teaches the fundamentals of medical terminology, anatomy and physiology, pharmacology, medical law, clinical and laboratory procedures, and current medical office management.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
College Core Requirements:				
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding		40	2
SLS 1130	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
Major Core Requirements:				
APB 1120	Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition	40		4
APB 1130	Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems	40		4
APB 1150	Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems	40		4
MEA 1239	Medical Terminology	40		4
MEA 1385	Medical Law and Ethics	20		2
MEA 1210	Basic Clinical Procedures	40		4
MLS 2328	Basic Clinical Procedures Lab		40	2
MEA 1500	Exams and Specialty Procedures	40		4
MLS 2329	Exams and Specialty Procedures Lab		40	2
MEA 2712	Diagnostic Procedures	40		4
MLS 2750	Diagnostic Procedures Lab		40	2
MEA 2244	Pharmacology	40		4
MLS 2700	Pharmacology Lab		40	2
MEA 2350	Medical Office Procedures	40		4
MEA 2602	Medical Finance and Insurance	40		4
MEA 2801	Professional Procedures	20		2
MEA 2802	Medical Assistant Externship		160	5
MEA 1695	Therapeutic Communication	20		2
MEA 2325	Medical Computer Applications	20		2
General Education Requirements:				
ENC 1108	Composition I	40		4
ENC 1109	Composition II	40		4
MAC 2104	College Algebra	40		4
PHI 2100	Critical Thinking	40		4
PSY 2015	General Psychology	40		4
SPC 2016	Oral Communications	40		4
	Program Total			**97**

NETWORK ADMINISTRATION (NAA)

Associate in Science Degree

Credit Hours Required: 100

This program provides comprehensive training in multi-platform local area and wide area networks. Complete coverage of hardware and operating systems will be covered for several different computer networking platforms. Training will be given in a variety of current technologies including Cisco, Microsoft, Novell, Unix, and Linux, which will enable students to qualify for job opportunities such as entry-level Systems Engineer or Network Administrator. Upon successful completion of all areas of the 24-month program, students will be awarded an Associate in Science Degree.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
Major Core Requirements:				
SLS 1130	Strategies for Success	40	0	4
CGS 1270	Introduction to Desktop Computing	30	20	4
CGS 1275	Computer Operating Systems	30	20	4
CGS 1280	Computer Hardware Concepts	30	20	4
CEN 1800	Diagnostics and Troubleshooting	10	20	2
CGS 1300	Computer Networking Fundamentals	10	20	2
CEN 1335	UNIX Operating System	30	20	4
CEN 2100	Linux Operating System	30	20	4
CEN 1505	Novell Administration I	30	20	4
CEN 2505	Novell Administration II	30	20	4
CET 1600C	Cisco Routers I	30	20	4
CET 2610	Cisco Routers II	30	20	4
CGS 2210	Windows 2000 Professional	30	20	4
CEN 2306	Windows 2000 Server	30	20	4
CEN 2320	Windows 2000 Network Infrastructure	30	20	4
CEN 2600	Windows 2000 Directory Services Infrastructure I	10	20	2
CEN 2650	Windows 2000 Directory Services Infrastructure II	30	20	4
CEN 2700	Windows 2000 Directory Services Design	30	20	4
CEN 2711	Implementing and Supporting Microsoft Proxy Server	30	20	4
CEN 2720	Implementing and Supporting Microsoft Exchange Server	30	20	4
SLS 1341	Professional Development	10	20	2
General Education Requirements:				
PSY 2015	General Psychology	40	0	4
MAC 2104	College Algebra	40	0	4
ENC 1108	Composition I	40	0	4
ENC 1109	Composition II	40	0	4
SPC 2016	Oral Communications	40	0	4
PHI 2100	Critical Thinking	40	0	4
	Program Total			100

NETWORK ADMINISTRATION (NA4)

Diploma Program

Credit Hours Required: 72

This program provides comprehensive training in multi-platform local area and wide area networks. Complete coverage of hardware and operating systems will be covered for several different computer networking platforms. Training will be given in a variety of current technologies including Cisco, Microsoft, Novell, Unix, and Linux, which will enable students to qualify for job opportunities such as entry-level systems engineer or network administrator. Upon successful completion of all areas of the 18-month program, students will be awarded a diploma.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
CGS 1270	Introduction to Desktop Computing	30	20	4
CGS 1275	Computer Operating Systems	30	20	4
CGS 1280	Computer Hardware Concepts	30	20	4
CEN 1800	Diagnostics and Troubleshooting	10	20	2
CGS 1300	Computer Networking Fundamentals	10	20	2
CEN 1335	UNIX Operating System	30	20	4
CEN 2100	Linux Operating System	30	20	4
CEN 1505	Novell Administration I	30	20	4
CEN 2505	Novell Administration II	30	20	4
CET 1600C	Cisco Routers I	30	20	4
CET 2610	Cisco Routers II	30	20	4
CGS 2210	Windows 2000 Professional	30	20	4
CEN 2306	Windows 2000 Server	30	20	4
CEN 2320	Windows 2000 Network Infrastructure	30	20	4
CEN 2600	Windows 2000 Directory Services Infrastructure I	10	20	2
CEN 2650	Windows 2000 Directory Services Infrastructure II	30	20	4
CEN 2700	Windows 2000 Directory Services Design	30	20	4
CEN 2711	Implementing and Supporting Microsoft Proxy Server	30	20	4
CEN 2720	Implementing and Supporting Microsoft Exchange Server	30	20	4
SLS 1341	Professional Development	10	20	2
	Program Total			72

Course Numbering System

This institution uses the following course numbering system:

- 000-099   Preparatory courses
- 100-2999   Lower division (first and second year) courses

Students enrolled in Diploma and Associate Degree programs take courses in the lower division.

Course Descriptions

ACG 2021 Introduction to Corporate Accounting   **4 Credit Hours**
This course emphasizes a practical understanding of corporate accounting principals, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. Prerequisite: APA 2121.

ACG 2072 Cost Accounting   **4 Credit Hours**
This course studies the various aspects of manufacturing accounting by analyzing job order costing, process costing, standard costs, direct costs, and other related topics in this field of accounting. The use of these items in the management of manufacturing businesses is studied. Students learn to relate budgets to actual expenditures. Prerequisite: APA 2121.

ACG 2141 Computerized Accounting   **4 Credit Hours**
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121.

ACG 2501 Non Profit Accounting   **4 Credit Hours**
In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite: ACG 2021.

ACO 1806 Payroll Accounting   **4. Credit Hours**
This course provides students with a working knowledge of payroll laws, principles and methods and systems. The student gains hands-on experience performing the payroll function. Prerequisite: APA 2111.

APA 1114 Office Accounting   **4 Credit Hours**
This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting. Prerequisite: None.

APA 2111 Principles of Accounting I   **4 Credit Hours**
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisite: None.

APA 2121 Principles of Accounting II   **4 Credit Hours**
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111.

APA 2161 Introductory Cost/Managerial Accounting   **4 Credit Hours**
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121.

APA 2959 Externship in Accounting   **4 Credit Hours**
This course provides the student with the opportunity to directly apply the knowledge and skills learned in
the program by working in a pre-arranged and pre-approved accounting office or other suitable location for
120 hours. Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory
Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair.

APB 1120 Anatomy and Pathophysiology of the Integumentary, Urinary
and Digestive Systems and Nutrition   **4 Credit Hours**
This course is a scientific study of the structure of the human body and its parts including relationships and
functions and disease processes of the integumentary, digestive and urinary systems and nutrition and
metabolism. Prerequisite: MEA 1239.

APB 1130 Anatomy and Pathophysiology of the Cardiovascular, Lymphatic,
Respiratory and Reproductive Systems   **4 Credit Hours**
This course is a scientific study of the structure of the human body and its parts, including relationships,
functions, and disease processes of the cardiovascular, lymphatic, respiratory, and reproductive systems.
Prerequisite: APB 1120 and MEA 1239.

APB 1150 Anatomy and Pathophysiology of the Nervous, Endocrine,
Skeletal and Muscular Systems   **4 Credit Hours**
This course is a scientific study of the structure of the human body and its parts, including relationships,
functions, and disease processes of the nervous, endocrine, muscular, and skeletal systems. Prerequisites:
APB 1120, APB 1130 and, MEA 1239.

BUL 2100 Applied Business Law   **4 Credit Hours**
This course is designed to provide the student with information on the essentials of the nature of law and the
functions of the judicial system in the business environment. An overview of legal characteristics of a sole
proprietorship, partnerships and corporations are discussed. Prerequisite: None.

CCJ 1011 Criminology   **4 Credit Hours**
A study of the nature and extent of crime an delinquency, the cause and explanation of criminal behavior,
and the response of the criminal justice system. Prerequisite: CCJ 1024.

CCJ 1024 Introduction to Criminal Justice   **4 Credit Hours**
This is an introductory course dealing with the Criminal Justice System in the United States, and includes
discussion of the elements and processes of court systems, correctional organizations, and law enforcement
agencies. Prerequisite: None.

CCJ 2110 Policing in America   **4 Credit Hours**
This course utilizes a historical perspective to examine policing from its inception to law enforcement in
modern American society. Prerequisite: CCJ 1024.

CCJ 2233 Criminal Evidence   **4 Credit Hours**
This course considers the rules of evidence and rules of exclusion. In addition, suspects' rights and
procedures for gathering evidence are also covered. Prerequisite: CCJ 1024.

CCJ 2234 Criminal Procedures   **4 Credit Hours**
This course focuses on the constitutional provisions affecting the criminal process and the Colorado Rules of
Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest,
identification, trial and post-trial proceedings. Prerequisite: CCJ 1024.

CCJ 2238 Criminal Investigation and Police Procedures   **4 Credit Hours**
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview
of police procedures is also included. Prerequisite: CCJ 1024.

CCJ 2250 Constitutional Law for the Criminal Justice Professional   **4 Credit Hours**
This course examines the United States Constitution and its implications for criminal justice system policies
and practices. Prerequisite: CCJ 1024

CCJ 2306 Introduction to Corrections   **4 Credit Hours**

This course focuses on historical and contemporary views of offender management and treatment. Correctional system operation, the effects of institutional and non-institutional alternatives to incarceration will be explored. Prerequisite: CCJ 1024.

CCJ 2358 Criminal Justice Report Writing   **4 Credit Hours**

This course prepares the student, through instruction and practice, to properly prepare written reports, common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to the proper report format, content and presentation. Prerequisite: CCJ 1024.

CCJ 2501 Juvenile Delinquency   **4 Credit Hours**

This is an examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024.

CCJ 2943 Current Issues in Criminal Justice   **4 Credit Hours**

This course presents an analysis of significant issues confronting modern day criminal justice practitioners. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1024.

CEN 1335 UNIX Operating System   **4 Credit Hours**

This course is designed give the student a basic introduction to administering UNIX Operating Systems. A major Operating System in today's computing environment, UNIX is highly utilized in Internet and networking applications. The student will learn the basic commands, file system, shell and basic administration. The course software platform will be UnixWare 7.0, from SCO. Prerequisite: None.

CEN 1505 Novell Administration I   **4 Credit Hours**

This course introduces students to the competencies required to administer a computer network based upon technology from Novell. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with the NetWare 5 Network Operating System. Topics include an overview of NetWare 5, NDS, file management, and connectivity. Prerequisite: CGS 1300

CEN 1800 Diagnostics and Troubleshooting   **2 Credit Hours**

This course builds on the material covered in the two prerequisites to give the student experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functioning personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: CGS 1275 and CGS 1280.

CEN 2100 Linux Operating System   **4 Credit Hours**

This course enables students to gain an understanding of the Red Hat Linux 6.0 operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for variety of networking applications, including Internet servers. Students learn about GNOME, the graphical user interface that makes it easy for students to configure Linux features and programs. Prerequisite: None.

CEN 2306 Windows 2000 Server   **4 Credit Hours**

This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Server network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Server. Prerequisite: CGS 1300.

CEN 2320 Windows 2000 Network Infrastructure   **4 Credit Hours**

This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft Windows 2000. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the Windows 2000 operating system. Prerequisites: CEN 2306 and CGS 2210.

CEN 2505 Novell Administration II   **4 Credit Hours**
Combined with Novell Administration I, this course focuses on providing an understanding of the fundamental properties of the NetWare 5 Network Operating System. Topics covered in this course include NetWare 5 security, Z.E.N. works, NDPS, and installing NetWare 5. Prerequisite: CEN 1505

CEN 2600 Windows 2000 Directory Services Infrastructure I   **2 Credit Hours**
Microsoft's next-generation directory service—Active Directory, is introduced in this course. Students will gain a basic understanding of the steps necessary to plan, configure and administer an Active Directory infrastructure. Other topics to be discussed include configuring DNS, Group administration and User accounts. Prerequisite: CEN 2320.

CEN 2650 Windows 2000 Directory Services Infrastructure II   **4 Credit Hours**
This second course in Microsoft Active Directory technology provides an in-depth look into methods to effectively manage a large-scale network directory. Topics in this course include implementing Group policy, Active Directory Replication and Database maintenance, and delegating administrative control. Prerequisite: CEN 2600

CEN 2700 Windows 2000 Directory Services Design   **4 Credit Hours**
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows 2000 Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN 2650.

CEN 2711 Implementing and Supporting Microsoft Proxy Server   **4 Credit Hours**
This course provides students with an in-depth look at Microsoft Proxy Server 2.0. Working via lessons and hands on labs, students gain practical experience installing, administering, and troubleshooting Proxy server 2.0. Some of the topics discussed include configuring clients, planning security, RAS, and configuring Proxy for Intranet access. Prerequisites: CEN 2306 and CEN 2320.

CEN 2720 Implementing and Supporting Microsoft Exchange Server   **4 Credit Hours**
This course provides students the ability to set up and support Microsoft Exchange Server 5.5. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Exchange Server 5.5. Prerequisites: CEN 2306 and CEN 2320.

CET 1600C Cisco Routers I   **4 Credit Hours**
This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include current switching technologies and the IP Routing process. Prerequisite: CGS 1300.

CET 2610 Cisco Routers II   **4 Credit Hours**
This course expands upon the topics covered in Cisco Routers I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CET 1600C.

CGS 1270 Introduction to Desktop Computing   **4 Credit Hours**
This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows 98 operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. To prepare students for the essential skills necessary for effective computer use, this course also develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, and random letter, symbol, and number drills. Prerequisite: None

CGS 1275 Computer Operating Systems   **4 Credit Hours**
This course focuses on the software operating systems that run today's personal computers. Through a combination of lectures and hands-on labs, students will demonstrate basic knowledge and abilities to operate the MS-DOS, Windows 9x and Windows 2000 operating systems. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of MS-DOS and Windows. Students will also be introduced to the basics of troubleshooting and repair. Corequisite: CGS 1270.

CGS 1280 Computer Hardware Concepts   **4 Credit Hours**
This course provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computer. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Other topics to be discussed include related peripherals such as printers, and networking basics. Prerequisite: None.

CGS 1300 Computer Networking Fundamentals   **2 Credit Hours**
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: None.

CGS 2071 Spreadsheets   **4 Credit Hours**
This course expands on the student's basic knowledge of Excel and applies the knowledge to solving common financial problems. Prerequisites: CGS 2110 and APA 2111.

CGS 2110 Computer Applications   **4 Credit Hours**
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None.

CGS 2210 Windows 2000 Professional   **4 Credit Hours**
This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Professional operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Professional desktop environment. Prerequisite: CGS 1300.

CSD 160 Desktop Publishing   **4 Credit Hours**
This is an introductory course to desktop publishing software. A study of one of the most widely used desktop publishing comprehensives is presented. Students learn how to use a desktop computer to get started, create a layout, construct borders, prepare for printing, and create tables, graphs and narrative. Prerequisite: CGS 2110.

CSD 220 Programming I   **4 Credit Hours**
This course is designed to be an introduction to programming concepts and, for example, the Pascal programming language. Students will gain familiarity with sequence selection, iteration structures, and modular programming procedures. Prerequisite: CGS 2110.

CSD 230 Programming II   **4 Credit Hours**
This course teaches the additional concepts and techniques for writing programs. Prerequisites: CGS 2110 and CSD 220.

CSD 235 Programming III   **4 Credit Hours**
This is an advanced course. Students will develop further skills and techniques to employ more complex practical applications of a programming language. Prerequisite: CGS 2110.

CSD 240 Systems Analysis and Design   **4 Credit Hours**

The course includes the concepts and techniques used in system analysis and design. Special emphasis will be placed on the phases of data gathering, data analysis, design and implementation. Students will get practical experience through use of the case method of analysis. Prerequisite: CGS 2110.

CSD 242 Network Administration   **4 Credit Hours**

This course introduces the concepts of network administration, setup, maintenance, and trouble shooting. Students shall understand network operations, be able to identify component parts to build a network system, network software configuration, file server operations, printer operations and network security. Prerequisite: CGS 2110.

CSD 246 Database Management   **4 Credit Hours**

This course provides an understanding and application of database concepts for practical use in information systems with an emphasis on Microsoft Access. Prerequisite: CGS 2110.

CSD 247 Operating Systems   **4 Credit Hours**

This course provides students with the concepts and principles behind the design and functioning of the modern operating systems. Prerequisite: CGS 2110.

CSD 248 Voice/Data Communications   **4 Credit Hours**

This course introduces the basic concepts of voice and data telecommunications. The scope includes public and private telephone and data networks, data transmission methods, and Digital Data Services for voice and data communication. Future technologies impacting business communications are covered. Prerequisite: CGS 2110.

CSD 280 Applications For the Internet   **4 Credit Hours**

This course introduces the students to functions essential to Internet activity, including word processing, desktop publishing and Internet language applications. Prerequisite: CGS 2110.

CSD 285 Computer Information System Externship (Elective)   **4 Credit Hours**

Students will work in a computer environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation.   Prerequisites: Completion of all other coursework; recommended for last quarter of associate program. Prior approval is required by department chair.

ECO 102 Economics   **4 Credit Hours**

This is a survey course including an introduction to principles of macro and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system. Prerequisite: None.

ENC 1108 Composition I   **4 Credit Hours**

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None

ENC 1109 Composition II   **4 CreditHours**

This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1108

ENG 201 English Literature   **4 Credit Hours**

An extension of skills obtained in ENC 1108, this course is designed to develop reading and writing skills through review, discussion, and interpretation of literary materials including, but not limited to, contemporary and classical literature, drama, and poetry. The student will develop additional skills including research methods, formal report writing, editing, and oral presentation. Prerequisite: ENC 1108.

FIN 1103 Introduction to Finance   **4 Credit Hours**

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None.

HUM 100 Humanities   **4 Credit Hours**

This course offers the student an opportunity to experience the areas of art, music, poetry and drama through a variety of approaches, in and out of the classroom, leading to an appreciation and understanding of aesthetic values in society. Prerequisite: None.

MAC 2104 College Algebra   **4 Credit Hours**

The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills. Prerequisite: None.

MAN 1011 Introduction to Business Enterprise   **4 Credit Hours**

This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisite: None.

MAN 2021 Principles of Management   **4 Credit Hours**

This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None.

MAN 2300 Introduction to Human Resources   **4 Credit Hours**

This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None.

MAN 2800 Small Business Management   **4 Credit Hours**

This course gives a comprehensive overview of the theory behind the management of a small business, and the practical concerns of the manager of a small business. Prerequisite: MAN 1011.

MAR 1011 Introduction to Marketing   **4 Credit Hours**

The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisite: None.

MAR 2305 Customer Relations and Servicing   **4 Credit Hours**

This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with others to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None.

MEA 1210 Basic Clinical Procedures   **4 Credit Hours**

This course focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and Hepatitis, infection control, collecting and handling specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Prerequisite: MEA 1239.

MEA 1239 Medical Terminology   **4 Credit Hours**

Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes), and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are also discussed. Prerequisite: None.

MEA 1385 Medical Law and Ethics   **2 Credit Hours**

This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment. Prerequisite: None.

MEA 1500 Exams and Specialty Procedures   **4 Credit Hours**

This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Prerequisite: MEA 1239.

MEA 1695 Therapeutic Communications   **2 Credit Hours**
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Prerequisite: None.

MEA 2244 Pharmacology   **4 Credit Hours**
Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Prerequisites: APB 1120 and MAC 2104.

MEA 2325 Medical Computer Applications   **2 Credit Hours**
This course is designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced. Prerequisite: None.

MEA 2350 Medical Office Procedures   **4 Credit Hours**
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered. Prerequisite: None.

MEA 2602 Medical Finance and Insurance   **4 Credit Hours**
This course will train the student in major medical insurance and claims forms processing, including information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping and banking procedures will also be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA 1239.

MEA 2712 Diagnostic Procedures   **4 Credit Hours**
This course will present to the student the theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered. Prerequisite: MEA 1239.

MEA 2801 Professional Procedures   **2 Credit Hours**
This course is designed to assist students as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as the methods of obtaining professional credentials. Prerequisite: All classes in the Medical Core must be completed prior to enrollment.

MEA 2802 Medical Assistant Externship   **5 Credit Hours**
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes in the Medical Core must be completed prior to enrollment.

MGT 220 Business Ethics   **4 Credit Hours**
Designed to address ethical management issues, this course will provide case study analysis of prior ethical issues raised on both a national and global scale. Individual ethics will be introduced to show how they ultimately impact management decisions. Prerequisite: MAN 1011.

MGT 285 Business Administration Externship (Elective)   **4 Credit Hours**
The students will work in a business environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Prerequisite: Completion of all other course work and approval of the Department Chair; recommended for last quarter of associate program.

MLS 2328 Basic Clinical Procedures Lab   **2 Credit Hours**
This course is designed for the student to practice and acquire the skills learned in the Basic Clinical Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: MEA 1239

MLS 2329 Exams and Specialty Procedures Lab   **2 Credit Hours**
This course is designed for the student to practice and acquire the skills learned in the exams and specialty procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: mea 1239.

MLS 2700 Pharmacology Lab   **2 Credit Hours**
Various aspects of clinical pharmacology will be discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. Prerequisite: None

MLS 2750 Diagnostic Procedures Lab   **2 Credit Hours**
This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. Prerequisite: MEA 1239

OFT 1141 Keyboarding   **2 Credit Hours**
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None.

PAR 204 Trial Preparation and Procedure   **4 Credit Hours**
This course is a culmination of knowledge and skills obtained throughout the legal program. Emphasis is placed on interviewing, investigation, discovery, research and trial procedures needed to prepare a case for trial. Moot trials may be part of this class. Prerequisites: PLA 1003, PLA 1105, PLA 2116 and PLA 2250.

PHI 2100 Critical Thinking   **4 Credit Hours**
This course addresses theoretical and practical approaches to understanding human communications and the solving of problems with emphasis on the enhancement of reasoning and argumentation skills. Students will be introduced to the concepts of truth; verification, and knowledge; inductive/deductive reasoning; and common errors in informal reasoning. Prerequisite: None.

PLA 1003 Introduction to Legal Assisting   **4 Credit Hours**
Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping and client billing procedures are practiced through a hands-on exercise completed during the course. Prerequisite: None.

PLA 1105 Legal Research and Writing I   **4 Credit Hours**
The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statues. Techniques will be developed for analyzing cases and preparing case briefs. Prerequisite: PLA 1003.

PLA 1700 Legal Ethics and Social Responsibility   **4 Credit Hours**
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism.

PLA 2116 Legal Research and Writing II   **4 Credit Hours**
This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisites: PLA 1003 and PLA 1105.

PLA 2250 Civil Procedure   **4 Credit Hours**

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleadings, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003.

PLA 2273 Torts   **4 Credit Hours**

This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003.

PLA 2303 Criminal Procedures   **4 Credit Hours**

This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite: None.

PLA 2423 Contract Law   **4 Credit Hours**

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: None.

PLA 2607 Wills, Trusts and Probate   **4 Credit Hours**

This course examines the field of probate, the drafting of wills, the creation and administration of trust and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003.

PLA 2800 Family Law   **4 Credit Hours**

In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None.

PLA 2940 Paralegal Externship   **4 Credit Hours**

This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisites: Available to Paralegal students in their last or next to last quarter before graduating with an Associate degree; students must have a good attendance record, have a 3.0 GPA in the major core courses, and obtain the approval of the Department Chairperson; students below a 3.0 GPA must secure the approval of both the Department Chairperson and the Dean to enroll in the Externship course.

PSY 2015 General Psychology   **4 Credit Hours**

This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None.

SCI 101 Environmental Issues   **4 Credit Hours**

This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on the Earth, it elements and problems. Realistic solutions to environmental concerns are explored through group projects, field trips, readings and discussions. Prerequisite: None.

SEC 103 Introduction to Office Technology   **4 Credit Hours**

This course will present an overview of office technology with an emphasis on records management and electronic calculators and 10-key skills. Prerequisite: None.

SEC 203 Office Management   **4 Credit Hours**
This course analyzes the nature of office work and the functions of office management. Special attention is given to records management, systems analysis, work simplification, motion economy, forms control, office layout and work measurement. The course stresses the managerial functions for the office and office personnel. Prerequisite: None.

SEC 285 Administrative Assistant Externship (Elective)   **4 Credit Hours**
The student will work in an administrative assisting environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Prerequisite: Completion of all other coursework and approval of the Department Chair; recommended for the last quarter of associate program.

SLS 1130 Strategies for Success   **4 Credits Hours**
This course is designed to prepare students for a successful transition to college. Strategies and resources for addressing anticipated personal and practical impediments to completion will be identified. Students will be introduced to skills that will be required for a successful career. Connections between students' goals and campus/program offerings will be reinforced. Prerequisite: None.

SLS 1320 Career Skills   **2 Credit Hours**
This course is designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None.

SLS 1341 Professional Development   **2 Credit Hours**
This course is designed to assist the student with personal and professional development for successful employment both in attaining and maintaining employment. Students will practice using written skills and developing a current resume. Course content helps students focus on developing a positive self-image, assessing strengths, learning job search techniques, and the building of appropriate interpersonal business relationships with co-workers, supervisors, and customers. Prerequisite: None.

SPC 2016 Oral Communications   **4 Credit Hours**
This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Prerequisite: None**.**

TAX 2000 Tax Accounting   **4 Credit Hours**
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: APA 2121.

TYP 101 Keyboarding for Computers I   **4 Credit Hours**
This is a beginning typewriting course designed to develop touch typing skills on a computer keyboard. Basic features of personal and business letters, reports, and tables are introduced. The course is designed to develop correct techniques and promote a minimum passing accuracy of 25 words per minute. Prerequisite: CGS 2110.

TYP 201 Keyboarding for Computers II   **4 Credit Hours**
This course is designed to develop high-level document production skill with an emphasis on proofreading and mailability in the areas of varied business styles, technical papers, reports, and forms. The course is designed to develop correct techniques and promote minimum passing accuracy of 45 words per minute. Prerequisites: CGS 2110 and TYP 101.

TYP 202 Keyboarding for Computers III   **4 Credit Hours**
This course is designed to develop advanced typewriting skills with timed production typewriting, emphasis on proofreading and mailability of business projects without direct supervision, with components for the executive, legal, medical, accounting and government secretaries. Students should achieve a minimum passing rate of 55 words per minute. Prerequisites: CGS 2110, TYP 101 and TYP 201.

WDP 105 Word Processing I   **4 Credit Hours**
This course will study the use of current word processing programs. The student will be introduced to the general features of different word processing programs and the ability to judge which program can satisfy the student's needs, with an emphasis on Microsoft Word. Prerequisite: CGS 2110.

WDP 107 Word Processing II   **4 Credit Hours**
This course will provide more advanced skill and speed in order to obtain an entry-level position as a word processing operator. It will include more advanced Microsoft Word features. Prerequisites: CGS 2110, TYP 101 and WDP 105.

ADMINISTRATION

College Administration

Joel D. Boyd	MA, BA	College President
William Schmitt	MBA, BS	Dean of Academics
Margee Collins	BA	Director of Admissions
George Evans	BA	Director of Career Planning and Placement
Loretta Roth		Director of Student Finance Services
Heather A. Jones	AAS	Administrative Assistant

Student Finance Services

Loretta Roth		Director of Student Finance Services
Gladys Clark		Senior Student Finance Officer
Charles Davenport		Student Finance Officer
Cheryl McLellan		Student Finance Officer
Janet Herburger		Business Officer
Lori Warren		Financial Aid Records Clerk

Academic Administration

William Schmitt	MBA, BS	Dean of Academics
John C. "Jack" Peak	MBA, BS	Associate Academic Dean
Jean Goodall	PhD, MA, BA, AAS	Legal Assistant/Paralegal/Business/Accounting/Travel and Tourism Management Department Chair
Stephen Davies	M Sc, B Sc, AAS, PGCSE, MCSE	Network Administration, Computer Information Systems and Administrative Assisting Department Chair
Rene Griffee	CMA, LLRT	Medical Assisting Department Chair
Robert J. Johnston	M Ed, BS	Registrar
Suzann Alstrin	MLS, BS	Librarian
Virginia Clark	AAS	Administrative Assistant

Career Planning and Placement

George Evans	BA	Director of Career Planning and Placement
Lara Gladden		Extern Coordinator/Placement Assistant

Admissions Staff

Margee Collins	BS	Director of Admissions
Hedy DuCharme	BFA	Campus Admissions Representative
Glenn Kildare		Campus Admissions Representative
Tom Kubitschek	BA	Campus Admissions Representative
Kristi Mobley	AA	Campus Admissions Representative
Jane Radcliffe	BS	Senior Campus Admissions Representative
Diane St. Andre		Campus Admissions Representative
Richard Wright		High School Presenter

FACULTY

Peggy Bonanno-Knight	General Education	B.A., Syracuse University A.A.S., Cayuga Community College
Stephen Davies	Computers; General Education	M Sc, University of Salford B Sc, University of London PGCSE, Swansea University AAS, Denver Technical College
Heidi Godbold	Computers; General Education	Med, National Louis University BS, Baylor University
Beverly Goede	Medical Assisting	LPN, Shepard/Gill School of Nursing
Jean Goodall	Legal Assistant/Paralegal, Business, Criminal Justice	PhD, Barrington University MA, Webster University BA, University of Colorado AA, Pikes Peak Community College
Richard Grzedicki	Medical Administrative Assistant	BS, University State of New York
Sue Jenkins	General Education	M Ed, Lesley College BA, Alamosa State College
Barbara Kennedy	Medical Assisting	AAS, Pikes Peak Community College
Linda Mutch	Legal Assistant/Paralegal, General Education, Criminal Justice	BA, University of San Francisco
Linda Sorensen	Medical Assisting	BS, Denver Technical College AAS, College of Dupage
Judith Tanner, RMA	Medical Insurance Billing/Coding	AAS, Blair College

ACADEMIC CALENDAR

MODULAR PROGRAMS

Day Schedule - Five Day Week (Monday through Friday)

2003 CALENDAR			
Module Start Dates		**Module End Dates**	
Jan 13	Mon	Feb 7	Fri
Feb 10	Mon	Mar 7	Fri
Mar 10	Mon	Apr 4	Fri
Apr 14	Mon	May 9	Fri
May 12	Mon	Jun 6	Fri
Jun 9	Mon	Jul 3	Fri
Jul 14	Mon	Aug 8	Fri
Aug 11	Mon	Sep 5	Fri
Sep 8	Mon	Oct 3	Fri
Oct 13	Mon	Nov 7	Fri
Nov 10	Mon	Dec 9	Fri
Dec 15	Mon	Jan 23 '04	Fri

QUARTER PROGRAMS

2003 CALENDAR				
EVENT				
Christmas Holidays	From:	12	23	2002
	To:	1	1	2003
Classes Resume		1	2	2003
Fall Term Ends		1	11	2003
Winter Term Starts		**1**	**13**	**2003**
M.L. King Jr. Birthday Holiday		1	20	2003
Presidents' Day		2	17	2003
Mini-Term Starts		**2**	**24**	**2003**
Winter Term Ends		4	5	2003
Spring Vacation*	From:	4	7	2003
	To:	4	12	2003
Spring Term Starts		**4**	**14**	**2003**
Spring Holiday		4	18	2003
Memorial Day Holiday		5	26	2003
Mini-Term Starts		**5**	**27**	**2003**
Independence Day Holiday		7	4	2003
Spring Term Ends		7	5	2003
Summer Vacation	From:	7	7	2003
	To:	7	12	2003
Summer Term Starts		**7**	**14**	**2003**
Mini-Term Starts		**8**	**25**	**2003**
Labor Day Holiday		9	1	2003
Summer Term Ends		10	4	2003
Fall Break	From:	10	6	2003
	To:	10	11	2003
Fall Term Start		**10**	**13**	**2003**
Mini-Term Starts		**11**	**17**	**2003**
Thanksgiving Day Holiday	From:	11	27	2003
	To:	11	29	2003
Christmas Holiday	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	10	2004

QUARTER PROGRAMS

2004 CALENDAR				
EVENT				
Christmas Holidays	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	11	2004
Winter Term Starts		**1**	**12**	**2004**
M.L. King Jr. Birthday Holiday		1	19	2004
Presidents' Day		2	16	2004
Mini-Term Starts		**2**	**23**	**2004**
Winter Term Ends		4	3	2004
Spring Vacation	From:	4	5	2004
	To:	4	10	2004
Spring Term Starts		**4**	**12**	**2004**
Memorial Day Holiday		5	31	2004
Mini-Term Starts		**6**	**1**	**2004**
Spring Term Ends		7	3	2004
Independence Day Holiday		7	4	2004
Summer Vacation	From:	7	5	2004
	To:	7	10	2004
Summer Term Starts		**7**	**12**	**2004**
Mini-Term Starts		**8**	**23**	**2004**
Labor Day Holiday		9	6	2004
Summer Term Ends		10	2	2004
Fall Break	From:	10	4	2004
	To:	10	9	2004
Fall Term Start		**10**	**11**	**2004**
Mini-Term Starts		**11**	**15**	**2004**
Thanksgiving Day Holiday	From:	11	25	2004
	To:	11	27	2004
Christmas Holiday	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	8	2005

RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

COLLEGE	LOCATION
Blair College	Colorado Springs, CO
Duff's Business Institute	Pittsburgh, PA
Everest College	Phoenix, AZ
Everest College	Rancho Cucamonga, CA
Las Vegas College	Las Vegas, NV
Mountain West College	Salt Lake City, UT
National School of Technology	Hialeah, FL
National School of Technology	Kendall, FL
National School of Technology	N. Miami Beach, FL
Parks College	Arlington, VA
Parks College	Aurora, CO
Parks College	Thornton, CO
Rochester Business Institute	Rochester, NY
Springfield College	Springfield, MO
Western Business College	Portland, OR
Western Business College	Vancouver, WA
Florida Metropolitan University - Brandon	Tampa, FL
Florida Metropolitan University - Fort Lauderdale	Fort Lauderdale, FL
Florida Metropolitan University - Jacksonville	Jacksonville, FL
Florida Metropolitan University - Lakeland	Lakeland, FL
Florida Metropolitan University - Melbourne	Melbourne, FL
Florida Metropolitan University - North Orlando	Orlando, FL
Florida Metropolitan University - Pinellas	Clearwater, FL
Florida Metropolitan University - South Orlando	Orlando, FL
Florida Metropolitan University - Tampa	Tampa, FL

STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware corporation, or one of its subsidiaries, which include Florida Metropolitan University, Inc. and Rhodes Business Group, Inc. The parent level corporation is Corinthian Colleges, Inc., a Delaware corporation.

Rhodes Colleges, Inc. - Corinthian Colleges, Inc.

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Officers

David G. Moore	President and Chief Executive Officer
Paul R. St. Pierre	Executive Vice President, Marketing and Admissions
Dennis L. Devereux	Executive Vice President, Human Resources and Assistant Secretary
Dennis N. Beal	Executive Vice President and Chief Financial Officer and Treasurer
Beth A. Wilson	Executive Vice President, Operations
Mary H. Barry	Vice President, Education
Nolan Miura	Vice President, Strategic Planning and Assistant Treasurer
Stan Mortensen	Vice President, General Counsel and Corporate Secretary

Directors

David G. Moore
Paul R. St. Pierre
Loyal Wilson

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